MyBMAC: Alternative Testing Module

Faculty Guide



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I. Submitting a Test Accommodation (TA) Form

There are two ways you can find the Test Accommodation Form: <u>Faculty Notification Letter</u> (email) or <u>CSULB SSO</u>

Method 1: Retrieve Test Accommodation Form Link from Faculty Notification Letter (email)

- a. Through your **CSULB email** account, search for the email notification with a subject line similar to the picture below that contained your course name and number.
- Subject: [BMAC] BMAC Summer 2020 Accommodation DISNEY 123.1 INTRO TO DISNEY PRINCESSES (CRN: 1234) - CONFIDENTIAL
 - b. Scroll down to a red box and click to the link inside the box. Move to step 5.

In accordance with President Conoley's guidance, BMAC Support Services is available for approved in-person courses requiring on-campus testing. Instructors will continue to provide virtual/remote test proctoring for online exams.

Instructors must complete the following Test Accommodation Form in order to schedule in-person and remote exams taken with the BMAC office: https://elbert.accessiblelearning.com/CSULB/TestingAgreement.aspx?ID=10431&CID=72372&Key=xDbtdZuX

BMAC Support Services continues to support instructors via email at <u>BMAC-Exams@csulb.edu</u>, phone, and Zoom to address any instructor concerns regarding the administration of accommodations.

Method 2: Log into MyBMAC using SSO





1. Instructor Authentication Page

a. The **Instructor Authentication Page** will display every time you log in to MyBMAC. Please review the information, then click the **Continue to View Student Accommodations** button.



2. Under Views and Tools on the left-hand sidebar, click Alternative Testing.

В мувмас	CALIFORNIA STATE UNIVERSITY LONG BEACH Bob Murphy Access Center
My Dashboard Unified Blogs	Staff Access Website Control
Home » Instructor Homepage » Ins	structor Authentication Page
Login As Feature	INSTRUCTOR AUTHENTICATION PAGE
	Username
Views and Tools Overview Course Syllabus	REMINDERS Please read the following prior to completing the form: By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.
> Alternative Testing	FERPA (Confidentiality Statement)
 Alternative Formats Notetaking Services 	Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.
Logout	Reminders:
Once you finish with your session, please do not forget to Log Out and Close Your Browser.	 Please REFRAIN from using SHARED (PUBLIC) COMPUTER. REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION
Log Out	Continue to View Student Accommodations



3. Specify Your Proctoring Parameters

Under the **Proctoring Your Own Exam** section, select the appropriate class from the **Select Class** drop-down menu.

- If you will proctor your BMAC student in your classroom or department office, select I Will Proctor My Own Exams from the Type drop-down menu
- If your class has no exams, select **My Class Has No Exam** from the **Type** drop-down menu.
- If your BMAC student will test with the BMAC office, choose **Select One** from the **Type** drop-down menu.

After you have made the appropriate proctoring selection, click the **Confirm** button.

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Arrors or vitabuls Alternative Testing Alternative Comats botetaking Services Ecoport Ecoport Ecoport Ecoport And Your Services and Close Your Browser. Log Out	PROCTO This messa Exams@css Select Class Light The Hint: If you Forms and another cos Form and y Select:	DRING YOUR OWN EXAM lige is to confirm faculty will pro- likeds if you have any question as: UNIV 551.001 (SLN: UNIV 551.001 (SLN: UNIV 551.001 (SLN: COMPARING AND AND AND AND AND AND AND Click Vires. If you would like to urse, please use the following fr your other course. Select One	Cortex own exam, providing the stars, SS1) - Advanced University : Cortex ease select the following Test Accommake a copy of your Test Accommanction to select your source Test Accommon	student(s) with all studies imodation faction Form to commodation View	v Type:	ommodations. Please reach out Select One Select One Select One I Will Proctor My Own Exa My Class Has No Exam	to BMAC	Support Services at IMAA	e.



4. Specify Your Test Accommodation (TA) Form

Select the class in which you wish to complete a **Test Accommodation (TA) form** from the **Specify Test Accommodation Form** drop-down menu.

After you have selected the appropriate class, click the **Continue to Specify Test Accommodation Form** button.

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Return to Staff	SPECIFY	Y TEST ACCOMMODATION	N FORM					
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Alternative Testing Alternative Formats Notetaking Services	PROC TO This messa Examplication	DRING YOUR OWN EXAM age is to confirm faculty will proct where any questions	tor their own exam, providing the s	tudent(s) with all	prescribed ac	commodations. Please r	each out to BMA	C Support Services at <u>BMAC</u> .
Alternative Testing Alternative Formats Notetaking Services	PROCTO This messa Exams@cs Select Clas	DRING YOUR OWN EXAM age is to confirm faculty will proct utbuefu if you have any questions w: UNIV 551.001 (SLN: 5	tor their own exam, providing the s 5. 551) - Advanced University !	tudent(s) with all p	prescribed ac	commodations. Please r	each out to BMA	C Support Services at <u>BMAC-</u>
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Log Out	PROCTO This messa Exams@cs Select Clas LIST TI Hint: If you Forms and another co Form and y	ORING YOUR OWN EXAM age is to confirm faculty will proct whends if you have any questions in: UNIV SSL001 (SLN: 5 EST ACCOMMODATION F click View. If you would like to untree, please use the following fur your other course.	tor their own exam, providing the st 551) - Advanced University ! ORM ase select the following Test Accommo- ction to select your source Test Ac	studies Studies modation dation Form to commedation	v Type:	Select One	each out to BMA	C Support Services at <u>IMAC</u> .
Alternative Formats Notetaking Services Logost Once you finish with your session, plasse do not firget to Log Out and Cose Your Browser. Log Out	PROCTO This messa Examp@cs Select Clas LIST TI Hint: If you Fooms and another co Form and y Select:	CRING YOUR OWN EXAM age is to confirm faculty will proct where any questions in: UNIV SSL001 (SLN: 5 ESTACCOMMODATION F u need to make any changes, pile click View. If you would like to m urste, pissae use the following fur your other course. Select One	tor their own exam, providing the st 551) - Advanced University ! ORM ase select the following Test Accommon and a copy of your Test Accommon to select your source Test Accommon to select your source Test Accommon the select your your source Test Accommon the select your your source Test Accommon the select your your your your your your your your	studies studies modation faction Form to commodation View	vescribed ac	commodations. Please r	each out to BMA	C Support Services at <u>IMAC</u> .

Review the **TA form Description** and **Instructions** before completing the TA form.

В мувмас		CALIFORNIA STATE UNIVERSITY LONG BEACH Bob Murphy Access Center
My Dashboard Unified Blogs Home >> Instructor Homepage >> Al	Staff Access Website Control	
Login As Feature Return to Staff	ALTERNATIVE TESTING Class: UNIV 551.001 - Advanced University Studies ((List Exams Completed Exams Files Students' Courses
Views and Tools Overview Course Syllabus Alternative Testing Alternative Formats Notetaking Services Logout Log Out Log Out	TEST ACCOMMODATION FORM DESCRIPTION Type: BMAC Testing Agreement (TA) Form The BMAC Testing Agreement (TA) Form is a request from a BMAC student to test with accommodations and serves as a contract between the student, instructor, and BMAC. During the Fall 2021 semester BMAC asks that students and instructors determine an alternate arrangement for quizzes and exams where appropriate. Instructors are being asked to accommodate all exams within the virtual class environment for BMAC students solely needing extended time and/or distraction -reduced environment accommodations; a testing agreement (TA) form is not required to be on file within MyBMAC in these instances. Please complete the TA form below only for in-person exams (for in-person courses), or for virtual exams that	FACULTY / STAFF INSTRUCTION Instructors: Please look over the details of the BMAC Testing Agreement (TA) Form request and submit the necessary exam information. If there is a field in the form below that does not apply to your assessments, please complete the form to the best of your ability. There is space in Question #7 where you can outline more details about your assessments, if needed. Additionally, Instructors may view and manage all requested accommodations via the Faculty Portal. For questions or concerns relating to alternative testing, please contact BMAC Lois Shakarian Support Services at (362) 985-4635 or at BMAC-Exams@csub.edu.



5. Complete Your Test Accommodation (TA) Form

- a. List all quiz, exam, and final exam dates (or graduate level comprehensive exam date(s), if applicable) for your course. If the dates are tentative, list at least the first exam date, and note that that other exam dates are TBD.
- b. Indicate if the exam is an online exam or in-person exam.

Te	est Accommodation Form
1.	Please list all quiz, exam, and final exam dates for your course:
2.	Is the exam remote/online or in-person? **
	 Remote/Online Exam. (Please specify if using Respondus or Lockdown Browser, or other platform below)
	○ In-person Exam
	○ N/A
	Additional Note or Comment
	- T e 1.

- c. Indicate the Method of Delivery to the BMAC office. Please input an Additional Note or Comment in the box underneath the list of options, if applicable.
- d. Indicate the Method of Return to you (the instructor). Please input an Additional Note or Comment in the box underneath the list of options, if applicable.

C.	3.	Exam Method of Delivery (to BMAC office): *
		O MyBMAC Upload (preferred)
		Instructor Email To BMAC (BMAC-Exams@csulb.edu)
		O Instructor Drop-off (SSSC-110)
		 Student Drop-off (SSSC-110) (Instructor: please inform student of exam pick-up date/time in advance of the exam date if selecting this option)
		O BeachBoard (Specify Lockdown Browser or Password below)
		O Student Access via Dropbox/Email (Specify Below)
		Additional Note or Comment
d.	4.	Exam Method of Return (to Instructor):
		O MyBMAC Upload (preferred)
		 Email (Specify Below)
		O Instructor Pick-up (SSSC-110)
		O Student Return (Location Needed) (Specify Below)
		O BeachBoard Submission
		O Dropbox or Student Email to Instructor
		Additional Note or Comment



- e. Select Approved Aids, if applicable. If no aids are permitted, please select the first checkbox option. Please input an Additional Note or Comment in the box underneath the list of options, if applicable.
 - i. Please ensure to differentiate between approved aids in the comment box if you uphold different parameters across assessment formats.
- f. Indicate whether students may keep the exam copy upon completion. Please input an Additional Note or Comment in the box underneath the list of options, if applicable.

e.	5.	Please Select Approved Aids:
Ч		□ NO aids
		Scratch Paper
		Dictionary
		Thesaurus
		Open Book
		Open Notes
		Note or Formula "Cheat" Sheet (Please specify number of pages, paper size, etc.) (Specify Below)
		Calculator (Specify Below)
		Computer/Tablet/Mobile Phone (Specify Below)
		Software Program(s) (Specify Below)
		Other (Specify Below)
		Additional Note or Comment
Д,		
f .	6.	Student may keep hard copy of exam: *
		○ Yes
		○ No
		○ N/A
		Additional Note or Comment

- g. Indicate whether students may keep notes, formula sheets, or any other aids used during the exam. Please input an Additional Note or Comment in the box underneath the list of options, if applicable.
- h. Please utilize this space to specify additional instructions or information not previously captured in earlier prompts of the TA form.
 - i. If there are no further details, please type N/A into the field.

a. ^{7.}	Student may keep note/formula sheet(s) at the conclusion of the exam (if applicable): $\frac{*}{2}$
	⊖ Yes
	○ No
	N/A (Specify Below)
	Additional Note or Comment
h. 8.	Please specify any special instructions to BMAC staff. If there are none, please type "N/A": *
1	



- i. Please indicate the standard duration without extended time of each assessment type. NOTE: If you do not indicate the time for final exam, BMAC will assume that the standard duration is 2 hours (120 minutes)
- j. If applicable, please use the Additional Note field to provide additional contact details/preferences.
 - i. Note: if you are not sure about the standard duration for the final exam, you can also indicate in this field that you will update us once time comes.

ſ.	Exam Type(s)	
Ľ		
	Please list REGUL	AR CLASS EXAM LENGTH without extended time accommodations
	Comprehensive Exa (Graduat	m Minutes e)
	Exa	m Minutes
	Fir	al Minutes
	Qu	liz Minutes
l i	Additional Infor	mation
Ŀ		
		Additional Note:
L		Submit Test Accommodation Form

Please review the information you provided, then click the **Submit Test Accommodation Form** button.



II. Modifying and Copying TA Forms

If you need to complete TA forms for other courses and would like to apply the same parameters with a TA form you have previously completed:

- 1. From the **Select** drop-down field, select the course from the drop-down for which you have already completed a testing agreement
- 2. Using the **Copy to** drop-down field, select the course to which you wish to have the existing TA form copied, and then click the **Copy** button.

If you wish to modify an existing TA form:

3. Select the course from the **Select** drop-down field for which you have already completed a testing agreement, and click the **View** button.

Forms and another co	click View. If you would like to make a urse, please use the following function	copy of your Test Accommoda to select your source Test Acc	ation Form to ommodation						
Form and	Select: Select One								
Form and Select:	Select One	~	View						



III. Viewing Alternative Testing Requests and Uploading Exams to MyBMAC

Once your students have submitted an alternative testing request, you will be able to view these requests and upload a copy of your exam and other exam materials/instructions, if applicable, to MyBMAC. Underneath the **List Test Accommodation Form** section is a table that lists all exam requests.

(**Note:** this table will populate only after your students have made an alternative testing request in their Student Portal.)

a. Step 1 – Select Action

Within the **Available Tools** drop-down, you may select the following options:

- i. Upload File to Exam(s)
- ii. Specify Exam Instructions
- iii. Export All Exam Details
- b. Step 2 Select From the Following Courses
 - i. **Check the box** next to each student for which you choose to have the action above applied.
- c. Step 3 Confirmation
 - i. Click the Confirm Your Selections button.

ALTERI	NATIVE TE	STING				L	ist Exams Comple	ted Exams Files Students' Cou
LIST	TESTACCON	MODATION F	ORM					
Hint: If ye Forms an another of Form and	ou need to make d click View. If y ourse, please us	any changes, ple ou would like to n e the following fu se.	ase select the nake a copy of nction to select	following Test Accommodation your Test Accommodation Form to your source Test Accommodation				
Select:	Select One			✓ View				
Copy to:				~ Сору				
-								
STEP 1	- SELECTAC	TION						
Available	Tools: Uplo	ad File to Exa	m(s) ~					
STEP 2	- SELECT FF	ROM THE FOL		DURSES				
Hint: Ch	eck the box next	to each student v	who should rec	eive the exam you are uploading.				
	SBJ	CRS	SEC	Student Name	Туре	Date	Time	Status
	UNIV	551	001	Rob Burphy	Exam	07/21/2021	08:00 AM	Approved - View Detail
	UNIV	551	001	Frodo Baggins	Exam	07/21/2021	08:00 AM	Approved - View Detail
STEP 3	- CONFIRMA	TION						
Confi	rm Your Select	ions						



Within the **Select File** field, click the **Choose File** button to select your exam file from your computer.

• If you will be uploading multiple files for an exam, please use the **Exam Note** section to clearly label/provide instructions for how these documents should be administered to the students.

After you have made your selection and have entered your notes, if applicable, click the **Upload Exam** button.

ALTERNATIVE T	ESTING	List Exams	Completed Exams Files	Students' Courses
	 PLOAD INSTRUCTION If you are scanning your document at 150 - 3 Upload one file at a time and the maximum all View: Acceptable File Types. 	800 dpi as resolution lowable file size is 20	MB per upload.	
File Information	Exam(s): • UNIV 551.001's Exam for Fro Wednesday, June 16, 2021 at	do Baggins 01:00 PM.		
Exam File N	Select File: Choose File No file chose	en	ne	
	Back to I		115	

Upload Instructions and Acceptable File Types

- Scanned documents should be between 150-300 dpi for resolution
- The maximum allowable file size is 20 MB per upload
- List of Acceptable File Formats: RTF, TXT, DOC/DOCX, XLS/XLSX, PPT/PPTX, PDF, Zip File, Image (PNG, JPEG, JPG)

UPLOAD INSTRUCTI	ON
Reminder: If you are so	anning your document, scan it between 150 - 300 dpi for resolution
The maximum allowable	file size is 20 MB per upload.
List of Acceptable File	Formats:
 Rich Text File (RT) 	F)
 Text File (TXT) 	
 Microsoft Word (D 	OC or DOCX)
 Microsoft Excel (X 	LS or XLSX)
 Microsoft PowerPo 	int (PPT or PPTX - Not Recommended Due to Size)
 PDF Document (S 	can with 300 DPI or less)
 Zip File (Combine 	Multiple Files Into One File Before Uploading)
 Image (PNG, JPEC 	G, or JPG)



IV. Retrieving Completed Exams Using MyBMAC

1. On the **Alternative Testing** page of your Instructor Portal, click on the **Completed Exams Files** tab. You will be directed to a new area on the page.

ALTERNATIVE TESTING	List Exams	Completed Exams Files	Students' Courses

2. Click Show All Completed Exam Files.

(Note: At a quick glance, all exams that have been completed by students display as **Exam Completed by Student**)

ailabl	e Tools:	Ipload File to	Exam(s) ~]					
TEP	2 - SELEC	T FROM THE	FOLLOWING	COURSES					
nt: C	SBJ	ext to each stude	ent who should red	eive the exan	n you are uploading. Student Name	Туре	Date	Time	Status
	UNIV	551	001	Frodo B	Baggins	Exam	06/16/2021	01:00 PM	Completed (Taken)
Con	3 - CONFIF	RMATION lections	SOR TED BY L	ASTUPLO	DADED)				
Con T UF	3 - CONFIF firm Your Sel LOADED E	EXAM FILES (SORTED BY L	ASTUPLO	DADED) Show All Complete	d Exam Files	_		
Con T UF	3 - CONFIF firm Your Sel LOADED E List	EXAM FILES (Upcoming Exam	SORTED BY L Files CRS		DADED) Show All Complete Student Name	d Exam Files Date	Time		Exam File Note
Con Con T UF	3 - CONFIF Firm Your Sel LOADED E List Delete	EXAM FILES (Upcoming Exam SBJ UNIV	SORTED BY L Files CRS 551	AST UPLC SEC 001	DADED) Show All Complete Student Name Frodo Baggins	d Exam Files Date 06/16/202	Time 21 01:00 PM	F. Baggins I (0616042F) Utybacker Exam Com	Exam File Note Exam COMPLETE (File Name: JNIV_SSI_Exam_1.doc) yne 66(16/2014) 402-27:52 PM

3. To select the completed exam you wish to view and download, click **View**. (Refer to figure above).



4. You will be emailed a Verification Code. This code will expire 20 minutes after it is sent.



5. After you have retrieved your verification code from your email, enter it in the **Code** field box, and click the **Verify Code** button.

LTERNATIVE	TESTING	List Exams	Completed Exams Files	Students' Courses
mportant Note: Code	for Verification was sent to your email.			
lease check your email	right away since the code is only available	for 20 minutes. If you need a	new code, simply click or	Back to Exam
.ist, try to download th	e file again.			
Verification				
	Code *:			
	Varify Cada	ack to Exam List		

6. Your exam file will automatically download to your computer.

***For any questions, concerns, or assistance, please do not hesitate to contact us at BMAC-Exams@csulb.edu, or call us at 562-985-4635.

