

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: [Faculty Notification Letter \(email\)](#) or [CSULB SSO](#)

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=yDbtdZuX>

BMAC Support Services continues to support instructors via email at BMAC.Exams@csulb.edu, 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.

MyBMAC

CALIFORNIA STATE UNIVERSITY
LONG BEACH
Bob Murphy Access Center

My Dashboard Unified Blogs Staff Access Website Control

Home >> Instructor Homepage >> Instructor Authentication Page

INSTRUCTOR AUTHENTICATION PAGE

Username: Elbee Shark

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing
- Alternative Formats
- Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

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.

FERPA (Confidentiality Statement)

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.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

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

MyBMAC

CALIFORNIA STATE UNIVERSITY
LONG BEACH
Bob Murphy Access Center

My Dashboard Unified Blogs Staff Access Website Control

Home >> Instructor Homepage >> Instructor Authentication Page

INSTRUCTOR AUTHENTICATION PAGE

Username

Login As Feature

Views and Tools

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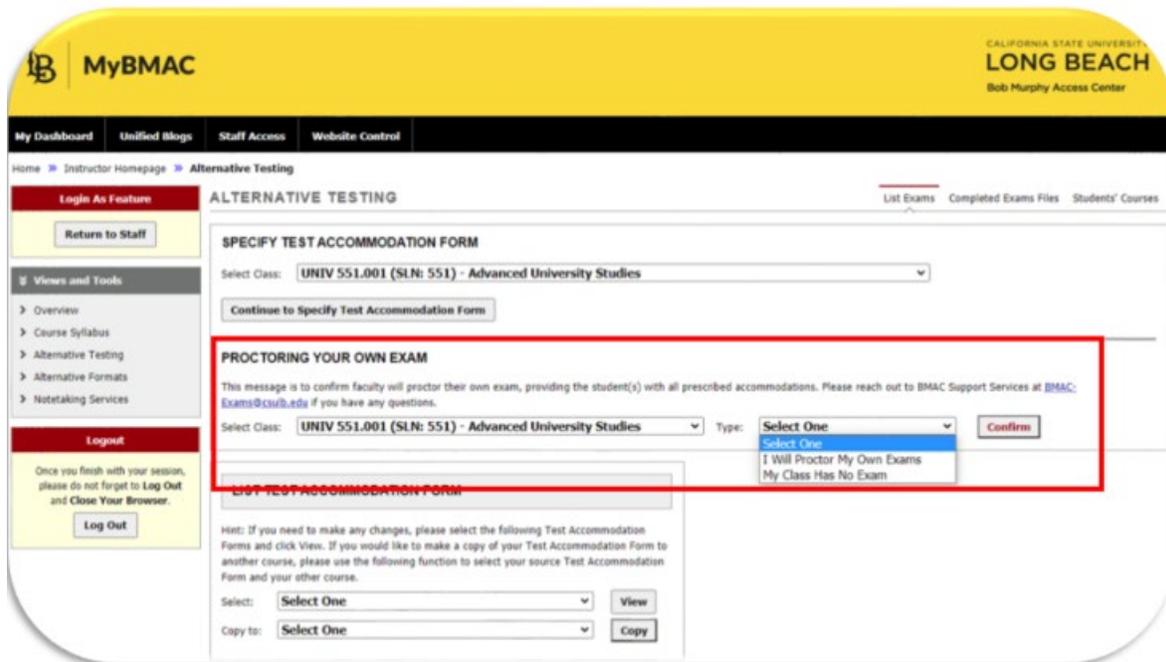
Continue to View Student Accommodations

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.

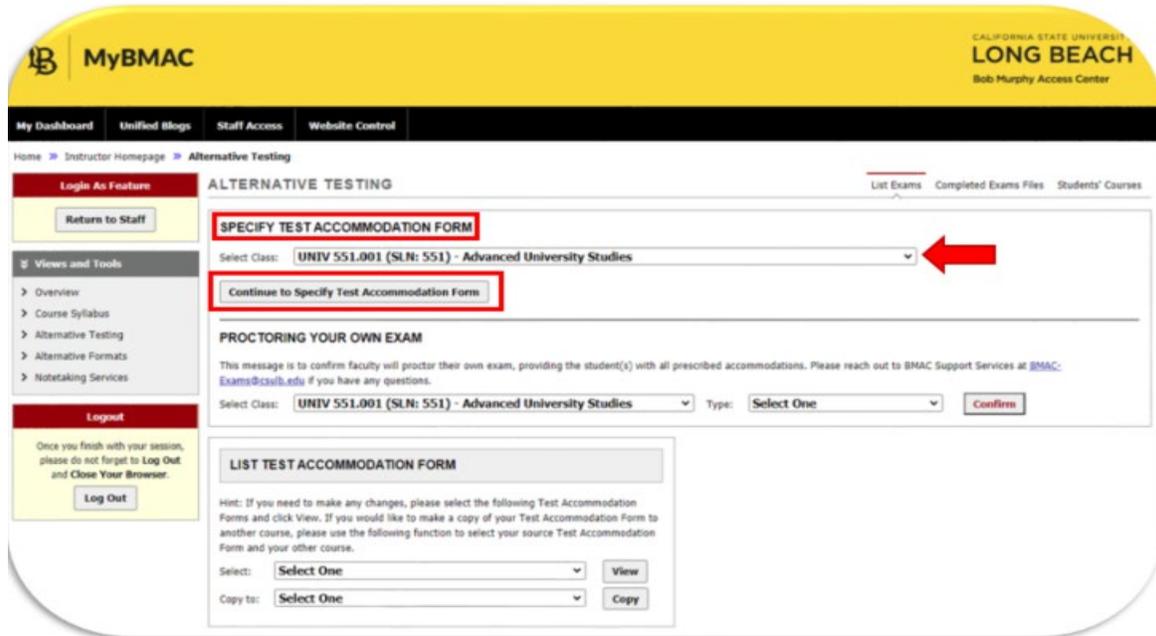
After you have made the appropriate proctoring selection, click the **Confirm** button.



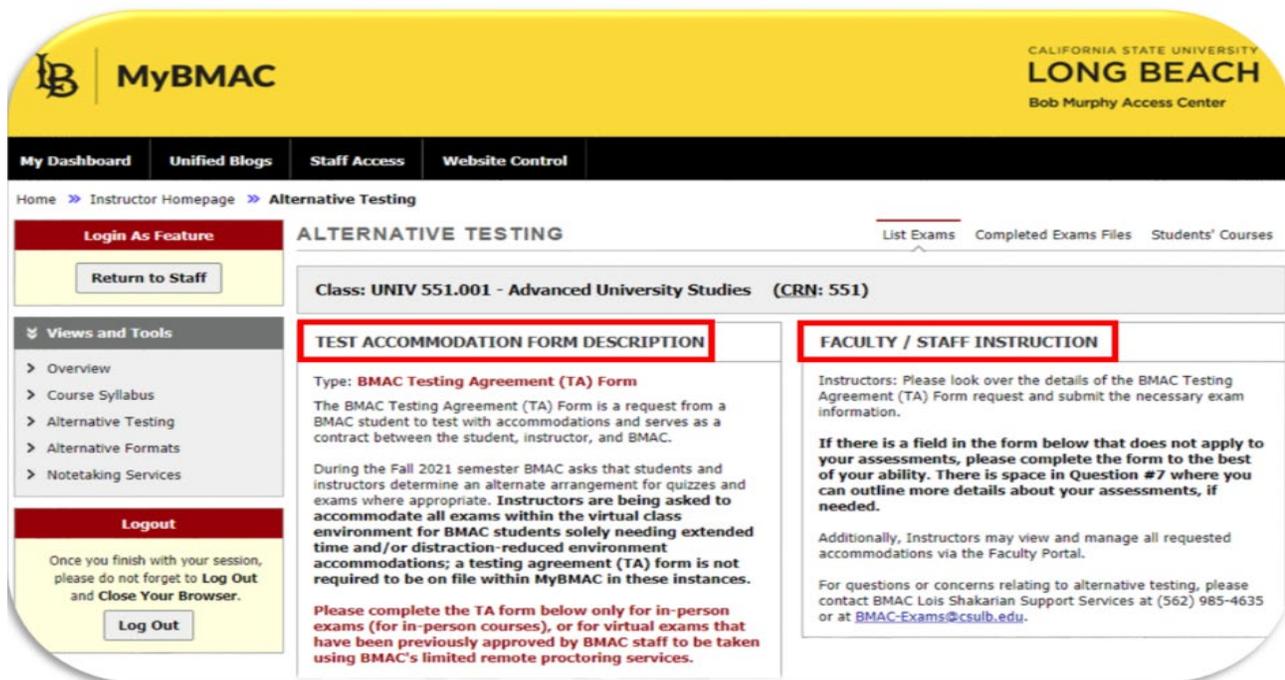
4. Specify Your Test Accommodation (TA) Form

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.



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



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.

Test Accommodation Form

a. 1. Please list all quiz, exam, and final exam dates for your course: *

b. 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

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): *

MyBMAC Upload (preferred)

Instructor Email To BMAC (BMAC-Exams@csulb.edu)

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)

BeachBoard (Specify Lockdown Browser or Password below)

Student Access via Dropbox/Email (Specify Below)

Additional Note or Comment

d. 4. Exam Method of Return (to Instructor): *

MyBMAC Upload (preferred)

Email (Specify Below)

Instructor Pick-up (SSSC-110)

Student Return (Location Needed) (Specify Below)

BeachBoard Submission

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:

- 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

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.

g. 7. Student may keep note/formula sheet(s) at the conclusion of the exam (if applicable): **

- 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": **

- 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.

i. Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Comprehensive Exam (Graduate) Minutes

Exam Minutes

Final Minutes

Quiz Minutes

j. Additional Information

Additional Note:

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.

LIST TEST ACCOMMODATION FORM

Hint: If you need to make any changes, please select the following Test Accommodation Forms and click View. If you would like to make a copy of your Test Accommodation Form to another course, please use the following function to select your source Test Accommodation Form and your other course.

Select:

Copy to:

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.

The screenshot shows the 'ALTERNATIVE TESTING' section of the MyBMAC interface. At the top, there are navigation links for 'List Exams', 'Completed Exams Files', and 'Students' Courses'. The main content area is titled 'LIST TEST ACCOMMODATION FORM'. Below this title, there is a hint and two dropdown menus: 'Select:' (currently set to 'Select One') and 'Copy to:'. There are 'View' and 'Copy' buttons next to these dropdowns. Below the form, there are three steps highlighted in yellow:

- a. STEP 1 - SELECT ACTION**: Shows 'Available Tools:' with a dropdown menu set to 'Upload File to Exam(s)'.
- b. STEP 2 - SELECT FROM THE FOLLOWING COURSES**: Includes a hint: 'Check the box next to each student who should receive the exam you are uploading.' Below the hint is a table with columns: SBJ, CRS, SEC, Student Name, Type, Date, Time, and Status. Two rows are visible, both with checkboxes in the first column and 'Approved - View Detail' in the last column.
- c. STEP 3 - CONFIRMATION**: Shows a 'Confirm Your Selections' button.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	UNIV	551	001	Rob Burphy	Exam	07/21/2021	08:00 AM	Approved - View Detail
<input type="checkbox"/>	UNIV	551	001	Frodo Baggins	Exam	07/21/2021	08:00 AM	Approved - View Detail

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 TESTING List Exams Completed Exams Files Students' Courses

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Exam(s):

- UNIV 551.001's Exam for Frodo Baggins Wednesday, June 16, 2021 at 01:00 PM.

Exam File Note (Optional):

Select File: No file chosen

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 INSTRUCTION AND ACCEPTABLE FILE FORMATS

UPLOAD INSTRUCTION

Reminder: If you are scanning 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 (RTF)
- Text File (TXT)
- Microsoft Word (DOC or DOCX)
- Microsoft Excel (XLS or XLSX)
- Microsoft PowerPoint (PPT or PPTX - **Not Recommended Due to Size**)
- PDF Document (Scan with 300 DPI or less)
- Zip File (Combine Multiple Files Into One File Before Uploading)
- Image (PNG, JPEG, or JPG)

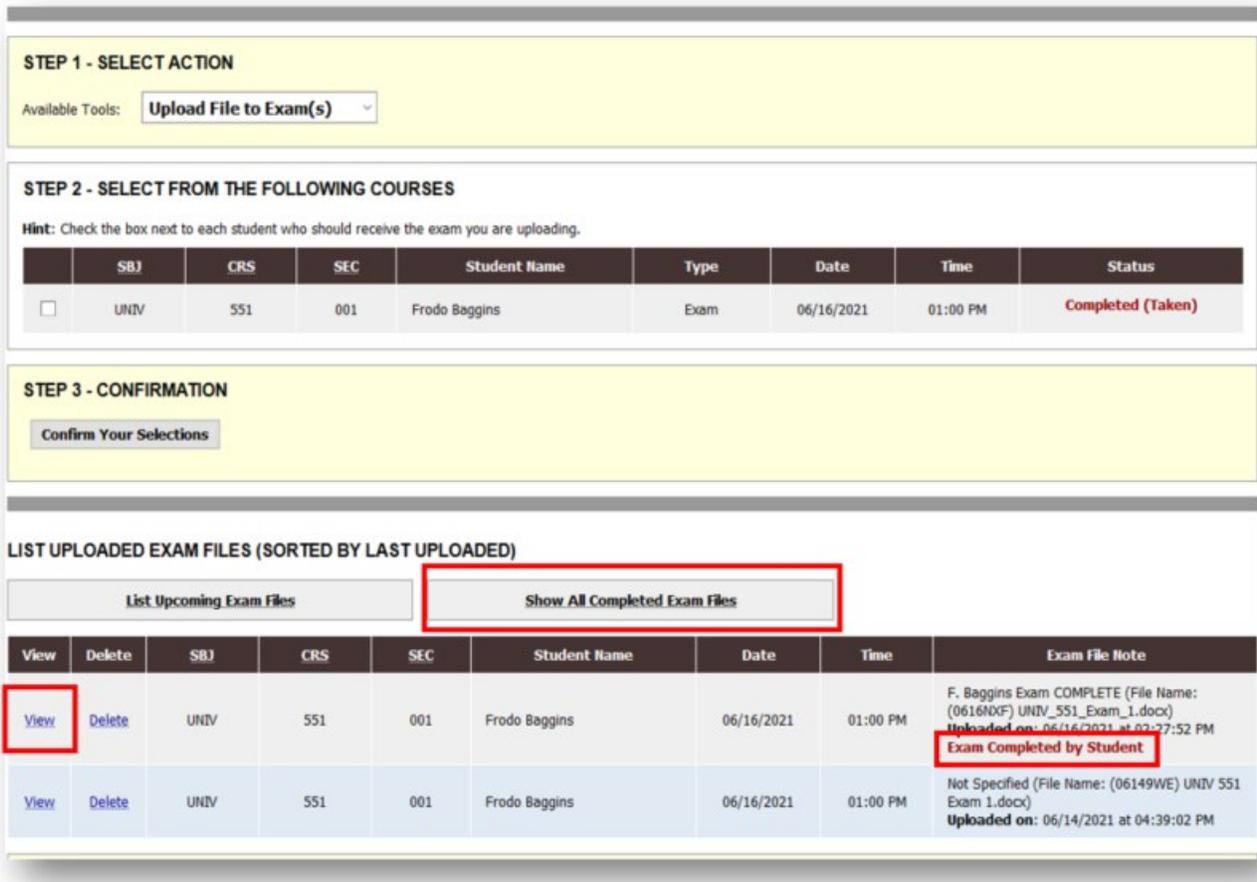
IV. Retrieving Completed Exams Using MyBMAC

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.



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**)*



STEP 1 - SELECT ACTION
Available Tools: [Upload File to Exam\(s\)](#)

STEP 2 - SELECT FROM THE FOLLOWING COURSES
Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	UNIV	551	001	Frodo Baggins	Exam	06/16/2021	01:00 PM	Completed (Taken)

STEP 3 - CONFIRMATION
[Confirm Your Selections](#)

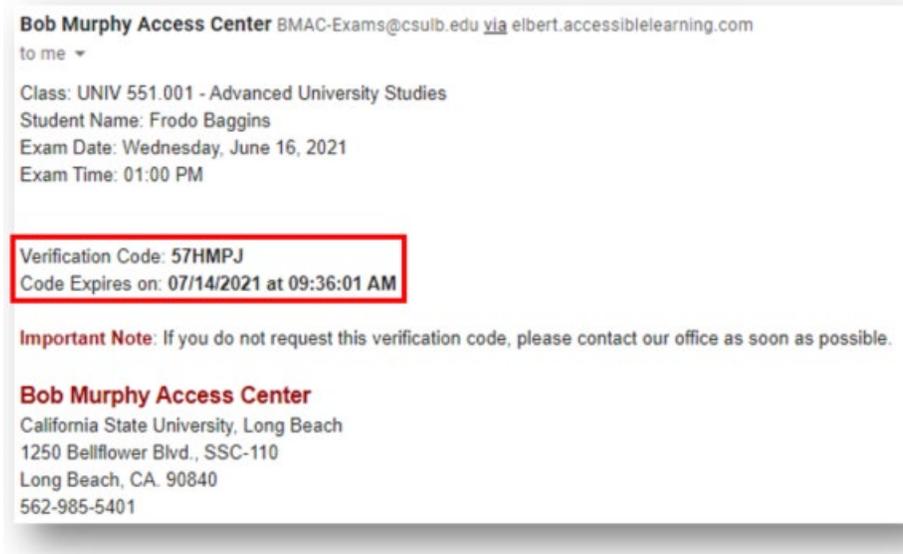
LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

[List Upcoming Exam Files](#) | **[Show All Completed Exam Files](#)**

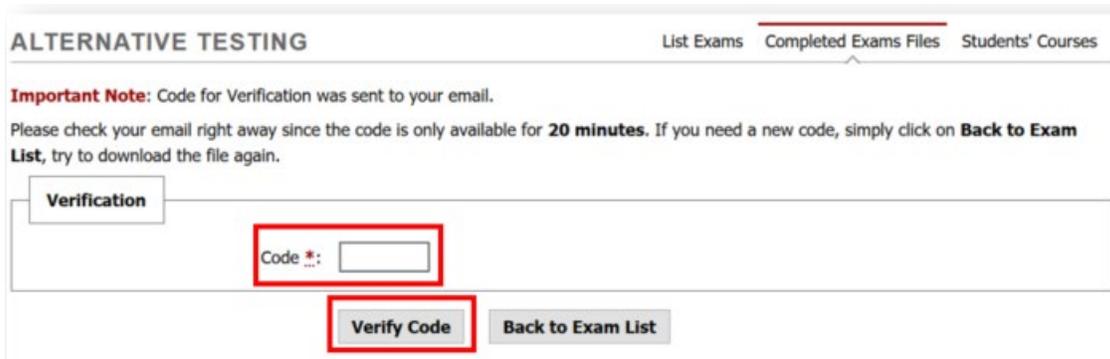
View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	UNIV	551	001	Frodo Baggins	06/16/2021	01:00 PM	F. Baggins Exam COMPLETE (File Name: (0616NDX) UNIV_551_Exam_1.docx) Uploaded on: 06/16/2021 at 07:27:52 PM Exam Completed by Student
View	Delete	UNIV	551	001	Frodo Baggins	06/16/2021	01:00 PM	Not Specified (File Name: (06149WE) UNIV 551 Exam 1.docx) Uploaded on: 06/14/2021 at 04:39:02 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.



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.**