ATSD Testing System – Student Instructions

Requesting an Assessment

1.) To begin, click on “Request a Test” from the Student drop-down menu.

Announcements:

ATSD TESTING SYSTEM OUTAGE

The ATSD Testing System will be unavailable from 12:01AM Saturday, June 24th through 7AM Monday, June 26th.

You will be unable to access the Testing System during this time period. Since the outage occurs during non-business hours, submitting requests during our 2 business day scheduling window will be unaffected.

Revised 9/6/2017
2.) This page allows you to view the classes in which you are currently enrolled and the date/time of the class. Click on the desired class tile to proceed.

NOTE: Clicking on the “View Current Accommodations” button will allow you to view the accommodations that will be applied to your assessment.
3.) Select the type of assessment (Quiz, Test, Make-Up, or Final) from the “Type of Assessment” drop-down menu.

4.) Select the day you would like to take your assessment from the drop down menus in “Requested Test Date.”
5.) Select the testing time **CLOSEST** to the time you would take the assessment in class.

6.) Click the “Submit” button.
7.) You will return to the page that features your classes. The number at the bottom of each tile will reflect the number of requests you have for the class;

![Diagram showing class options and dates]

the date and time of your next assessment;
and whether or not the assessment was approved or denied. A check indicates an approved request and an “X” indicates a denied request. A request without a symbol indicates that it is still pending approval or denial.

NOTE: If you have concerns about the status of your request(s), please contact your instructor.

**Viewing Requests & Assessment Details**

1.) To view a request, begin by clicking on the desired tile.
2.) This screen shows all pending assessments for a course. A checkmark indicates an approved request and an “X” indicates a denied request.
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3.) Clicking on the [Assessment Info] button brings up the following page which specifies how the test will be administered, approved materials, and further comments from your instructor.

NOTE: If a material is not listed here, you will NOT be able to use it during the assessment. Notify your instructor immediately if there are discrepancies with approved materials as displayed here.

Canceling a Request

1.) To cancel a request, begin by selecting the appropriate class.
2.) In the “Upcoming Tests” box as the top of the screen click on the **Cancel** button next to the request you would like to cancel.

### Upcoming Tests

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/12/2017</td>
<td>12:00 PM</td>
<td>Final</td>
<td>Cancel</td>
</tr>
<tr>
<td>7/14/2017</td>
<td>12:00 PM</td>
<td>Quiz</td>
<td>Cancel</td>
</tr>
<tr>
<td>7/17/2017</td>
<td>8:00 AM</td>
<td>Quiz</td>
<td>Cancel</td>
</tr>
<tr>
<td>7/19/2017</td>
<td>12:00 PM</td>
<td>Test</td>
<td>Cancel</td>
</tr>
<tr>
<td>7/24/2017</td>
<td>9:30 AM</td>
<td>Quiz</td>
<td>Cancel</td>
</tr>
<tr>
<td>7/27/2017</td>
<td>9:30 AM</td>
<td>Test</td>
<td>Cancel</td>
</tr>
<tr>
<td>8/10/2017</td>
<td>3:00 PM</td>
<td>Final</td>
<td>Cancel</td>
</tr>
</tbody>
</table>

**Course:** ENT IT & BUS INTEL (CIS 3380)

**Class time:** 2:00 PM

**Type of Assessment:**

**Requested Test Date:**

**Requested Test Begin Time:**
3.) You will be prompted to confirm the cancellation. Click “OK” to proceed.

4.) You will receive a confirmation as a pop-up that the request has been cancelled.

5.) The request should have also disappeared from the “Upcoming Tests” list. In the example below, the assessment scheduled for July 17 disappears.