

# ATSD Testing System – Faculty Instructions

## Accessing the Testing System

- 1) Visit the ATSD website: <http://www.txstate.edu/trec/attd.html>
- 2) Click on the “ATSD Testing System” link near the top of the page.

The screenshot shows the website for the Testing, Research Support & Evaluation Center. The header includes 'Academic Services' and the center's name. A navigation bar contains links for 'About Us', 'Testing Services', 'Scanning Services', 'Academic Testing for Students with Disabilities', and 'National Exams'. A breadcrumb trail reads 'Texas State > Academic Services > Testing, Research Support & Evaluation Center > Academic Testing for Students with Disabilities'. The main heading is 'Academic Testing for Students with Disabilities'. Below it is a sub-heading 'Academic Testing for Students with Disabilities (ATSD)'. The main text describes the office's role in administering exams and providing accommodations. A red circle highlights the 'ATSD Testing System' link in the text. To the right is a sidebar titled 'Online Resources' with a list of links: ATSD, Complete listing of tests we offer, Correspondence Exams, Download Forms, Evaluation Submission Guidelines, MMSA (IIRDA), NVivo, Proctored Exam Service, Requesting Test Scores, Snap Surveys, Statistics Videos, ATI-TEAS-BSN, Testing Lab Hours, TRACS Post'em Instructions, and TSI Assessment.

Academic Services

## Testing, Research Support & Evaluation Center

About Us | Testing Services | Scanning Services | Academic Testing for Students with Disabilities | National Exams

Texas State > Academic Services > Testing, Research Support & Evaluation Center > Academic Testing for Students with Disabilities

### Academic Testing for Students with Disabilities

#### Academic Testing for Students with Disabilities (ATSD)

The Academic Testing for Students with Disabilities office administers in-class academic exams and quizzes with approved testing accommodations for students who are registered with the Office of Disability Services (ODS) at Texas State University. Texas State University has designated ATSD as the official office to provide testing accommodations for students with disabilities. Our facility offers students enhanced accessibility for course exams and quizzes by providing a reduced distraction testing environment and accessible technology options. If a student with approved testing accommodations prefers to test in ATSD, the student has that right, even in cases where instructors offer to provide the relevant accommodations for an exam or quiz.

**ATSD Testing System**

To schedule an exam or quiz at ATSD, students must submit an online test request using the ATSD Testing System. Requests for regular in-class assessments must be submitted by 5 p.m. at least two business days in advance of the requested scheduled date. **Students should submit all assessment requests as soon as syllabi are received in order to avoid missing the three business day deadline.**

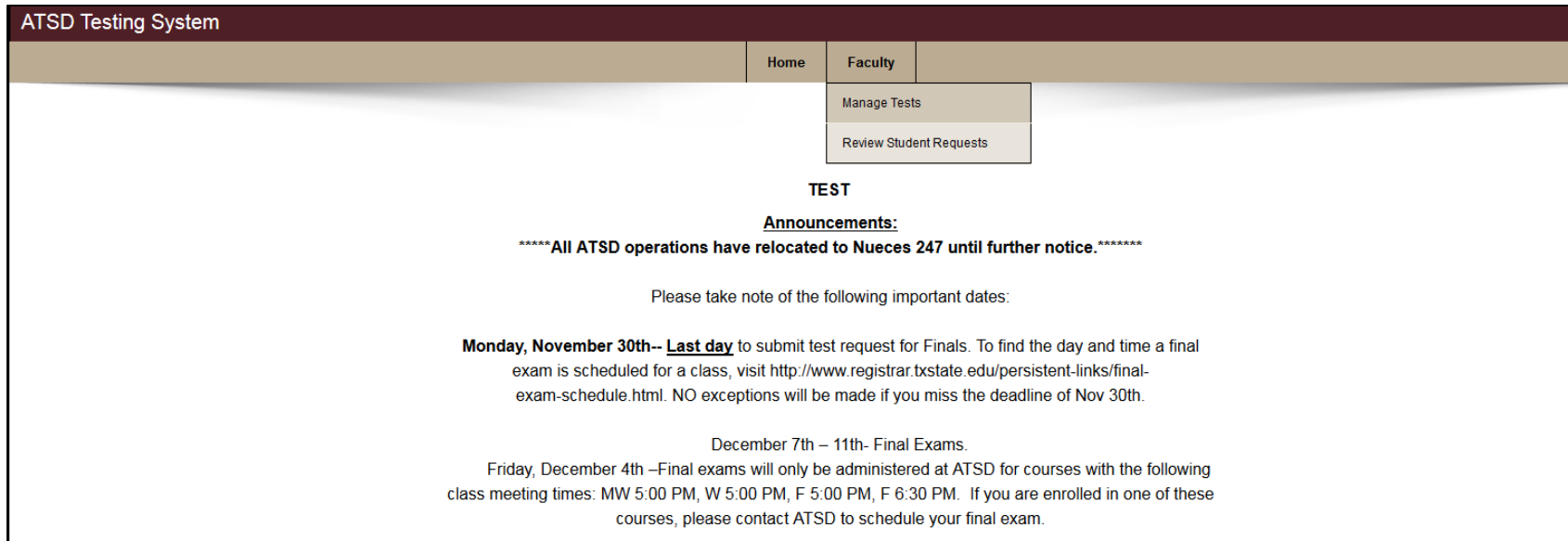
#### Online Resources

- [ATSD](#)
- [Complete listing of tests we offer](#)
- [Correspondence Exams](#)
- [Download Forms](#)
- [Evaluation Submission Guidelines](#)
- [MMSA \(IIRDA\)](#)
- [NVivo](#)
- [Proctored Exam Service](#)
- [Requesting Test Scores](#)
- [Snap Surveys](#)
- [Statistics Videos](#)
- [ATI-TEAS-BSN](#)
- [Testing Lab Hours](#)
- [TRACS Post'em Instructions](#)
- [TSI Assessment](#)

- 3) Access the Testing System with your NetID and password.

# ATSD Testing System – Faculty Instructions

4) The ATSD Testing System faculty homepage will be displayed.



ATSD Testing System

Home Faculty

Manage Tests

Review Student Requests

**TEST**

**Announcements:**

\*\*\*\*\* All ATSD operations have relocated to Nueces 247 until further notice. \*\*\*\*\*

Please take note of the following important dates:

**Monday, November 30th-- Last day** to submit test request for Finals. To find the day and time a final exam is scheduled for a class, visit <http://www.registrar.txstate.edu/persistent-links/final-exam-schedule.html>. NO exceptions will be made if you miss the deadline of Nov 30th.

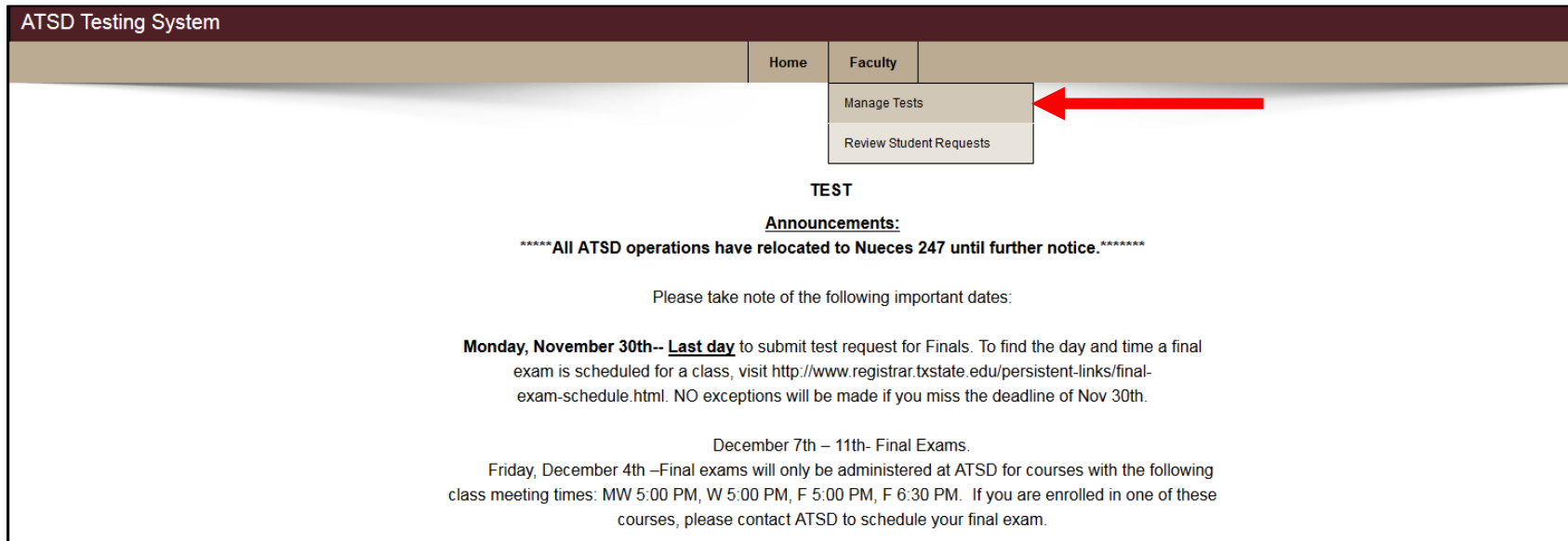
December 7th – 11th- Final Exams.

Friday, December 4th –Final exams will only be administered at ATSD for courses with the following class meeting times: MW 5:00 PM, W 5:00 PM, F 5:00 PM, F 6:30 PM. If you are enrolled in one of these courses, please contact ATSD to schedule your final exam.

# ATSD Testing System – Faculty Instructions

## Approving/Denying an Assessment Request

- 1.) Select “Manage Test,” from the Faculty drop-down menu



The screenshot shows the ATSD Testing System interface. At the top, there is a dark red header with the text "ATSD Testing System". Below this is a navigation bar with "Home" and "Faculty" tabs. The "Faculty" tab is active, and a dropdown menu is open, showing two options: "Manage Tests" and "Review Student Requests". A red arrow points to the "Manage Tests" option. Below the navigation bar, the main content area displays the following text:

**TEST**

**Announcements:**

\*\*\*\*\* All ATSD operations have relocated to Nueces 247 until further notice.\*\*\*\*\*

Please take note of the following important dates:

**Monday, November 30th-- Last day** to submit test request for Finals. To find the day and time a final exam is scheduled for a class, visit <http://www.registrar.txstate.edu/persistent-links/final-exam-schedule.html>. NO exceptions will be made if you miss the deadline of Nov 30th.

December 7th – 11th- Final Exams.

Friday, December 4th –Final exams will only be administered at ATSD for courses with the following class meeting times: MW 5:00 PM, W 5:00 PM, F 5:00 PM, F 6:30 PM. If you are enrolled in one of these courses, please contact ATSD to schedule your final exam.

## ATSD Testing System – Faculty Instructions

- 2.) The “Pending Requests” menu shows requests that have yet to be approved or denied. Click the “Status” button next to a request to proceed.

The screenshot displays the ATSD Testing System interface. At the top, there is a header bar with the text "ATSD Testing System" and a "Faculty" label. Below this is a "Pending Requests" table with the following columns: Test Date, Test Time, Course, Student ID, Last Name, First Name, and a status column. The first row shows a request for Jul 21, 2017 (Fri) at 8:00 AM for course MKT 3370-501, with a green checkmark in the status column. The second and third rows show requests for Jul 24, 2017 (Mon) at 2:00 PM and Jul 19, 2017 (Wed) at 10:00 AM, both for course MKT 3370-501, with "Status" buttons in the status column. A red arrow points to the "Status" button in the second row. Below the table is a "Test List" section with a checkbox labeled "Show tests from prior terms" and a button labeled "Add New Test". Below this is another table with columns: Test Name, Test ID, Course, Term, Last updated on, Last upload on, and an "Assign" button. The first row shows a test with a redacted name, Test ID 25, Course MKT 3370, Term 201750, Last updated on 8/2/2017 4:47:22 PM, and Last upload on 7/14/2017 5:18:00 PM. There is also an "Edit" button next to the redacted name.

Test Date	Test Time	Course	Student ID	Last Name	First Name	Status
Jul 21, 2017 (Fri)	8:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	[REDACTED]	✓
Jul 24, 2017 (Mon)	2:00 PM	MKT 3370-501	[REDACTED]	[REDACTED]	[REDACTED]	Status
Jul 19, 2017 (Wed)	10:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	[REDACTED]	Status

**Test List:**

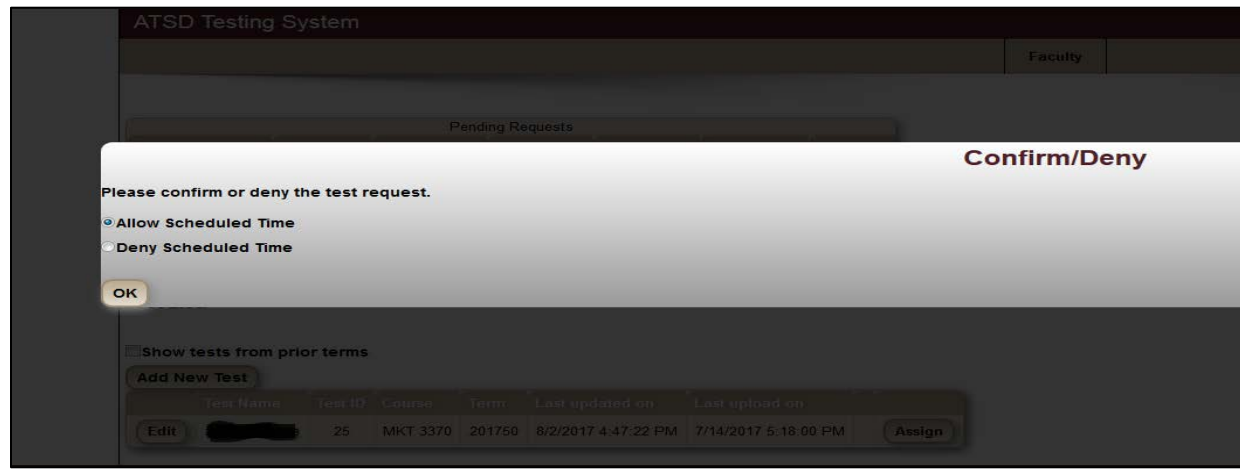
Show tests from prior terms

Add New Test

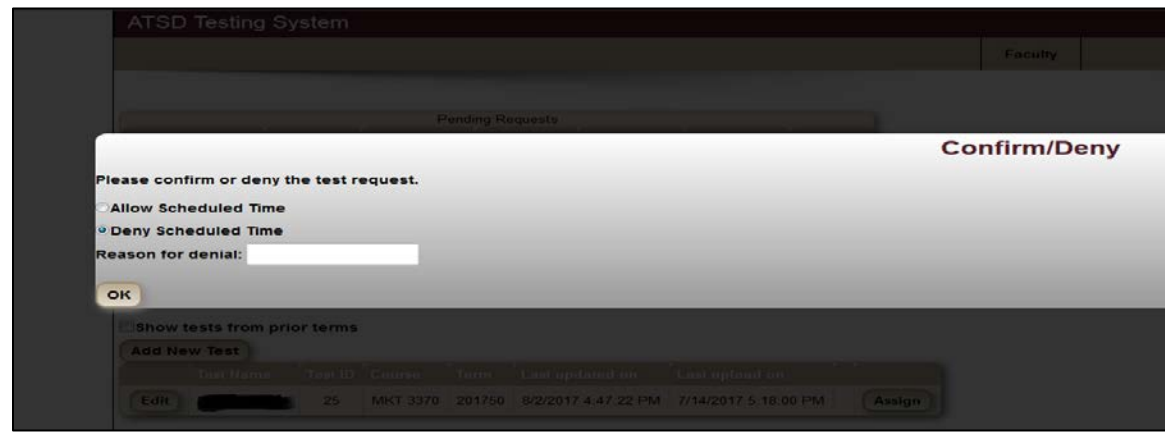
Test Name	Test ID	Course	Term	Last updated on	Last upload on	Assign
[REDACTED]	25	MKT 3370	201750	8/2/2017 4:47:22 PM	7/14/2017 5:18:00 PM	Assign

## ATSD Testing System – Faculty Instructions

- 3.) This pop-up menu gives the option to approve or deny a request. Click the radio button next to either option. If you are approving the request, clicking “OK” will allow you to proceed.



- 4.) Selecting “Deny Scheduled Time” will prompt you to give a reason for the denial. Please provide an explanation in the comments field next to that option. If you would like the student to test on a different day/different time, please note the necessary change in the box as well.



## ATSD Testing System – Faculty Instructions

- 5.) Approving a request will produce a green checkmark next to the request. Denying a request will remove it from this list.

**ATSD Testing System**

Faculty

Pending Requests

Test Date	Test Time	Course	Student ID	Last Name	First Name	
Jul 21, 2017 (Fri)	8:00 AM	MKT 3370-501	██████████	██████████	██████	✓
Jul 19, 2017 (Wed)	10:00 AM	MKT 3370-501	██████████	██████████	██████	Status

**Test List:**

Show tests from prior terms

Add New Test

	Test Name	Test ID	Course	Term	Last updated on	Last upload on	
Edit	██████████	25	MKT 3370	201750	8/2/2017 4:47:22 PM	7/14/2017 5:18:00 PM	Assign

# ATSD Testing System – Faculty Instructions

## Reviewing Assessment Requests

- 1.) All requests (pending, approved, or denied) will appear under “Review Student Requests” in the Faculty drop-down menu. Items with a green checkmark are approved, items with the red circle are denied, and blank items are pending.

The screenshot shows the ATSD Testing System interface for a faculty member. At the top, there is a header bar with the text "ATSD Testing System". Below this, there is a navigation area with a "Faculty" dropdown menu. The dropdown menu is open, showing three options: "Manage Tests", "Review Student Requests", and "Review Student Requests". A red arrow points to the "Review Student Requests" option. Below the navigation area, there is a table titled "Test Requests". The table has columns for Request ID, Test Date, Test Time, Course, Student ID, Last Name, First Name, and a status column. Each row in the table has a "Summary" button next to it. The status column contains a green checkmark for approved requests, a red circle with a minus sign for denied requests, and a blank space for pending requests.

Request ID	Test Date	Test Time	Course	Student ID	Last Name	First Name	Status	Action
178	Jul 20, 2017 (Thu)	10:00 AM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]		Summary
181	Jul 31, 2017 (Mon)	11:00 AM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]	✓	Summary
191	Jul 24, 2017 (Mon)	3:00 PM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]	⊖	Summary
192	Jul 25, 2017 (Tue)	8:00 AM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]	✓	Summary
195	Jul 24, 2017 (Mon)	11:00 AM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]		Summary
190	Jul 24, 2017 (Mon)	8:00 AM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]		Summary
193	Jul 25, 2017 (Tue)	2:00 PM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]	⊖	Summary
175	Aug 04, 2017 (Fri)	10:00 AM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]		Summary
183	Jul 27, 2017 (Thu)	3:00 PM	FIN 3312-502	[REDACTED]	[REDACTED]	[REDACTED]		Summary

## ATSD Testing System – Faculty Instructions

2.) Clicking on the “Summary” button will pull up information about the assessment.

Faculty	
<b>Student Name</b> ██████████ <b>Student ID</b> ██████████ <b>Class</b> FIN 3312-502 <b>Test Date/Time</b> Jul 27, 2017 (Thu), 3:00 PM	This section displays information about the student, course, and assessment date/time.
<b>Assigned Test</b> Final Moon (Type: Final) FIN 5332 [ Spring 2017 ] <b>Administration Method</b> Computer Based (Special Program) <b>Approved Materials</b> Personal laptop computer <b>Test Forms</b> 886-E (mini essay book) <b>Delivery Options</b> Deliver to department office	This information is populated into the request after the assessment is assigned.
<b>Actual Start Time</b> 3:00 PM <b>Actual End Time</b> 2:15 PM <b>Return Method</b> Deliver to department office <b>Return Date/Time</b> 7/28/2017, 2:00 PM <b>Received by</b> Peter Parker <b>Returned by</b> Lois Lane	This will remain blank until the assessment packet has been delivered or picked up.
<a href="#">Back</a>	



# ATSD Testing System – Faculty Instructions

## Submitting an Assessment

ATSD Testing System

Home Faculty

Manage Tests  
Review Student Requests

**TEST**

Announcements:

\*\*\*\*\*All ATSD operations have relocated to Nueces 247 until further notice.\*\*\*\*\*

Please take note of the following important dates:

**Monday, November 30th-- Last day** to submit test request for Finals. To find the day and time a final exam is scheduled for a class, visit <http://www.registrar.txstate.edu/persistent-links/final-exam-schedule.html>. NO exceptions will be made if you miss the deadline of Nov 30th.

December 7th – 11th- Final Exams.

Friday, December 4th –Final exams will only be administered at ATSD for courses with the following class meeting times: MW 5:00 PM, W 5:00 PM, F 5:00 PM, F 6:30 PM. If you are enrolled in one of these courses, please contact ATSD to schedule your final exam.

1. Select “Manage Test,” from the Faculty drop-down menu.
2. Select “Add New Test”. If you will be giving all students the same form, then you should only create one assessment.

ATSD Testing System

Home Faculty

Test List:

Add New Test

## ATSD Testing System – Faculty Instructions

3. Input information in the fields.

- a. Type assessment name in the Test Name field. It is helpful if the exam has a readily identifiable name (ex. HIST 1310-Exam 1).

**NOTE:** Special characters, such as symbols or dashes, cannot be included in this field.

ATSD Testing System

Home Faculty

\*\*\*\*\* Changes are not maintained unless saved. \*\*\*\*\*

Test Name

Instructor rcw64

Test Type Test Duration  (mins) ⓘ

Class - ▾

Semester Spring 2017 ▾

Administration Method ▾  
Paper/Pencil

Approved Materials ▾

Answer Forms ▾

Return Delivery Method ▾

Upload files

No Documents Uploaded

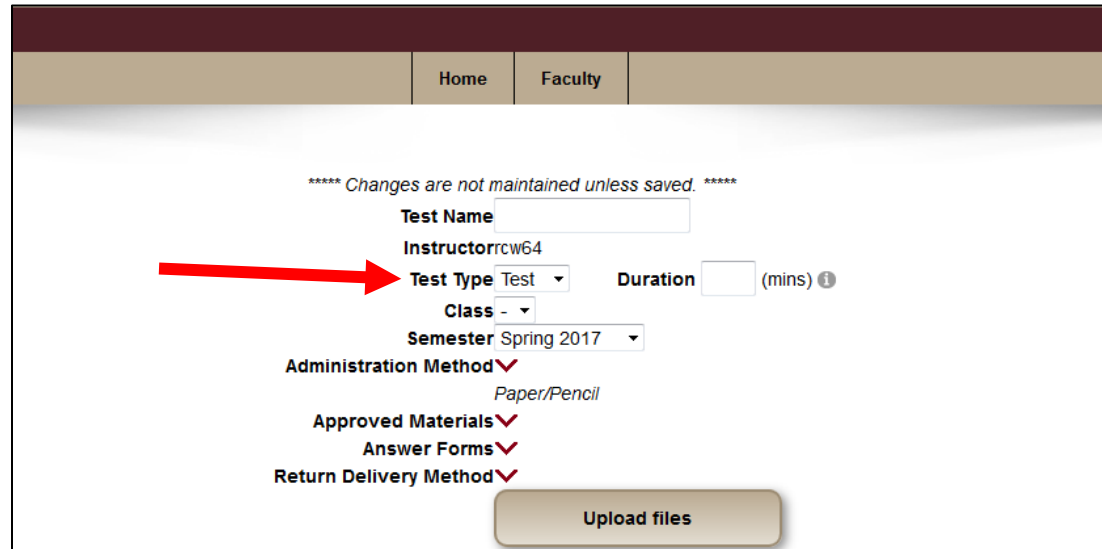
Comments:

Save Cancel

Save Cancel

# ATSD Testing System – Faculty Instructions

b. Select type of assessment by clicking the appropriate name in the Test Type drop-down menu.



\*\*\*\*\* Changes are not maintained unless saved. \*\*\*\*\*

Test Name

Instructor rcw64

Test Type Test  Duration  (mins) ⓘ

Class -

Semester Spring 2017

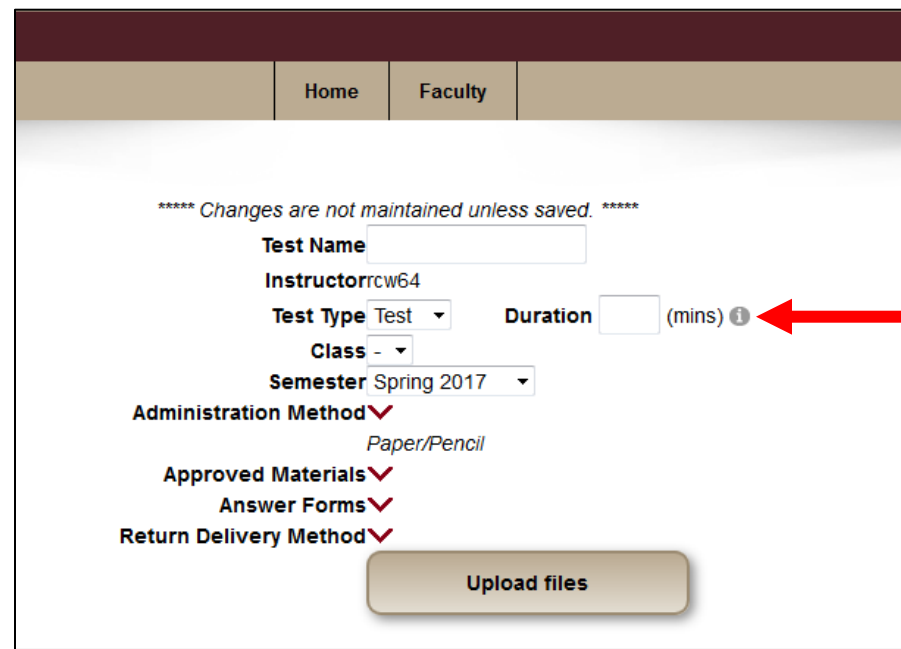
Administration Method   
Paper/Pencil

Approved Materials

Answer Forms

Return Delivery Method

c. Enter duration of assessment for students testing in-class. **Any applicable extended time will be calculated by ATSD.**



\*\*\*\*\* Changes are not maintained unless saved. \*\*\*\*\*

Test Name

Instructor rcw64

Test Type Test  Duration  (mins) ⓘ

Class -

Semester Spring 2017

Administration Method   
Paper/Pencil

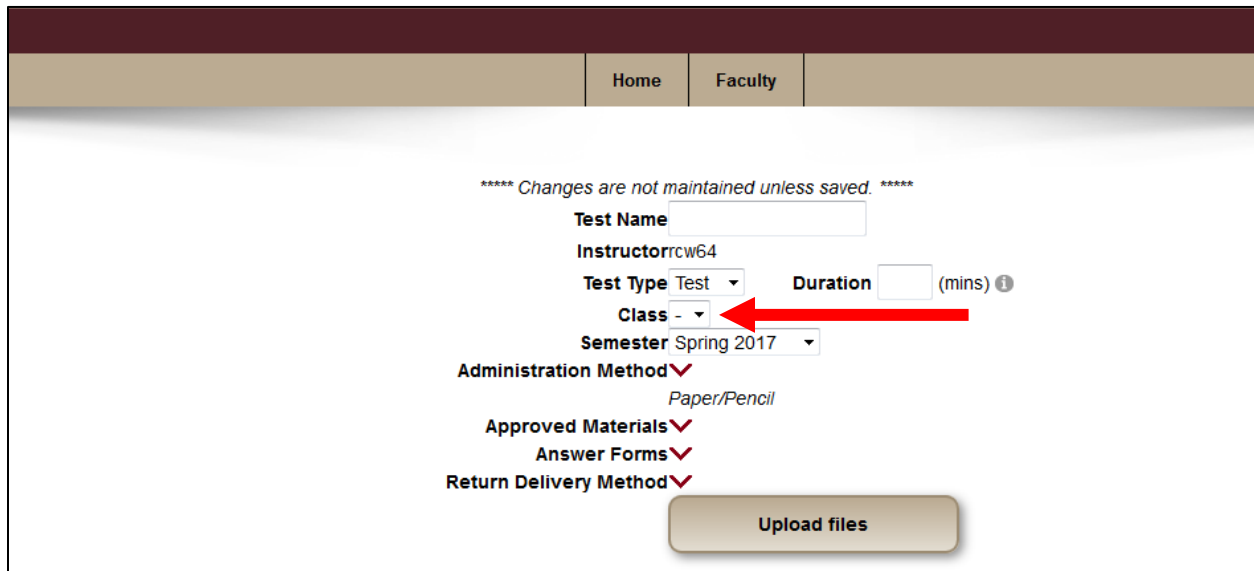
Approved Materials

Answer Forms

Return Delivery Method

## ATSD Testing System – Faculty Instructions

- d. Select the appropriate course for this assessment. You should create one assessment for each course.



The screenshot displays the ATSD Testing System faculty interface. At the top, there is a navigation bar with 'Home' and 'Faculty' links. Below the navigation bar, a warning message reads: '\*\*\*\*\* Changes are not maintained unless saved. \*\*\*\*\*'. The main form contains the following fields and options:

- Test Name**: A text input field.
- Instructor**: A text input field containing 'rcw64'.
- Test Type**: A dropdown menu set to 'Test'.
- Duration**: A text input field followed by '(mins)' and an information icon.
- Class**: A dropdown menu with a red arrow pointing to it.
- Semester**: A dropdown menu set to 'Spring 2017'.
- Administration Method**: A dropdown menu with a red checkmark and the text 'Paper/Pencil' below it.
- Approved Materials**: A dropdown menu with a red checkmark.
- Answer Forms**: A dropdown menu with a red checkmark.
- Return Delivery Method**: A dropdown menu with a red checkmark.

At the bottom of the form is a button labeled 'Upload files'.

## ATSD Testing System – Faculty Instructions

- e. Click drop down menus to select administration method, approved materials, answer forms, and return method. Please check all that apply. Selected items will appear in italics.

**Save**

**Cancel**

**Administration Method** ^

Paper/Pencil

Online (Web Based)

Computer Based (Special Program)

*Paper/Pencil*

**Approved Materials** v

*Computer, Formula sheet/Note card, Calculator (Graphing), ATSD Scratch Paper*

**Answer Forms** ^

882-e (Narrow green, 50 answer spaces on each side)

885 (Blue with matching section)

886-E (mini essay book)

ED-99 (Large green, 150-answer sheet used by TREC)

Test Sheet 100/W/I (Large Orange, 100-answer sheet)

Blue Book

No answer sheet needed/Answer directly on test

**Return Delivery Method** v

**Upload files**

## ATSD Testing System – Faculty Instructions

- f. In the comments box, please submit any further instructions that cannot be reasonably selected from the drop-drop down menus (ex. Exam is in TWO parts. Please administer parts separately).

**\*NOTE:** Any information included here will be visible to **ALL** students that are assigned this exam. **Please refrain from including personal information such as students' names as this is a breach of privacy laws.\***

The screenshot displays the ATSD Testing System Faculty interface. At the top, there is a navigation bar with 'Home' and 'Faculty' tabs. Below this, a warning message states: '\*\*\*\*\* Changes are not maintained unless saved. \*\*\*\*\*'. The main configuration area includes fields for 'Test Name', 'Instructor' (set to 'rcw64'), 'Test Type' (set to 'Test'), 'Duration' (with a '(mins)' label and an information icon), 'Class', and 'Semester' (set to 'Spring 2017'). There are several dropdown menus for 'Administration Method' (set to 'Paper/Pencil'), 'Approved Materials', 'Answer Forms', and 'Return Delivery Method'. A 'Save' button and a 'Cancel' button are located on the left side of the configuration area. Below the configuration area, there is an 'Upload files' button. At the bottom, there is a 'Comments:' label followed by a large text input box. A red arrow points to the right side of this input box. Below the input box, there are 'Save' and 'Cancel' buttons.

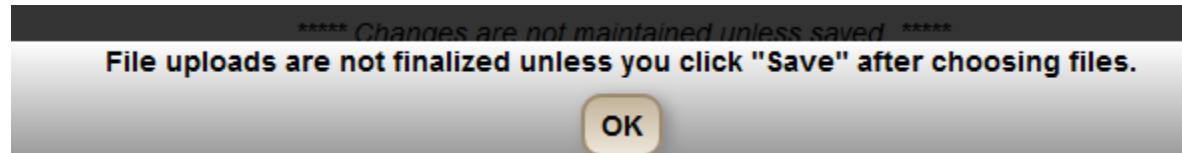
- g. If an accommodation for formula sheet is included in an individual student's ODS accommodations, please note "formula sheet if ODS accommodations permit" in the comments. Otherwise, the student will **NOT** be allowed a formula sheet.

## ATSD Testing System – Faculty Instructions

- When you are ready to upload the assessment document, click the “Upload Files” button. If you are unable to upload the assessment document at this time, click “Save”. Files can be uploaded at a later time by clicking the “Edit” button (see step 10).



- Pop-up reminder appears that all information and files are not recorded until you select “Save”. Select “Ok” to close pop-up.

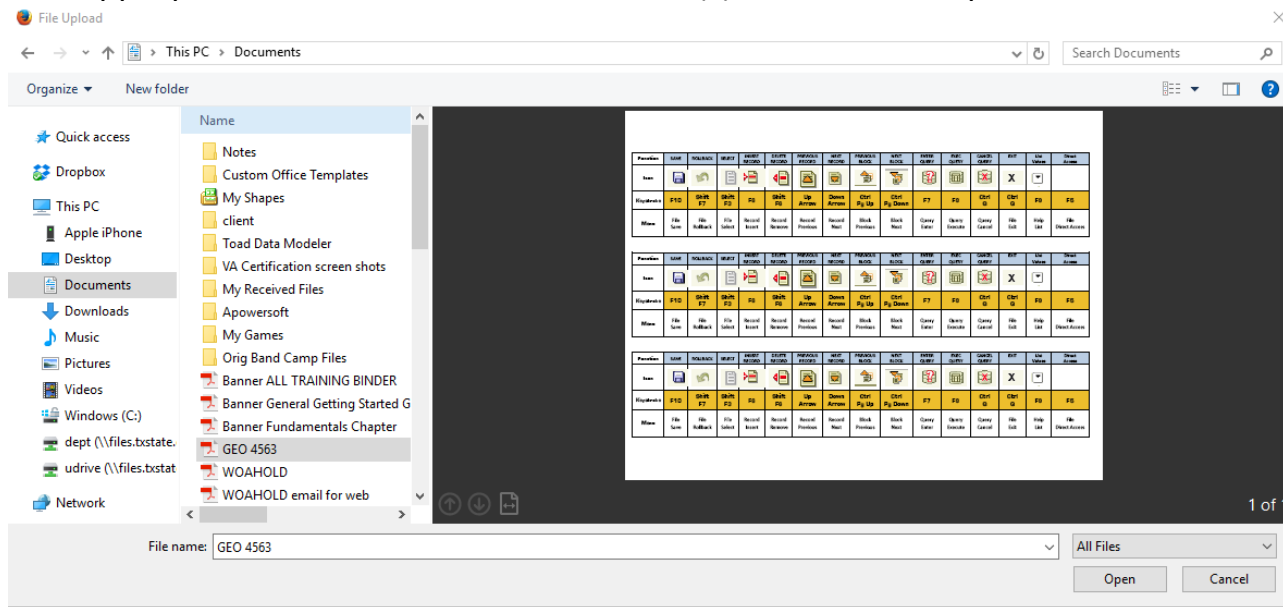


- The “Upload Files” icon has now disappeared and the following will appear in its’ place. Choose “Select File”.

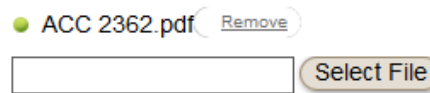


# ATSD Testing System – Faculty Instructions

7. Navigate to the appropriate file. Click on the desired file(s), then select “Open”.



8. You will see the file name and a green button next to the file name. Select “Save”. ***If you do not select “Save”, then none of this information will be recorded.***





## ATSD Testing System – Faculty Instructions

9. The screen will return to “Manage Test Screen”. The file you upload will now be visible within the listing grid.

Pending Requests						
Test Date	Test Time	Course	Student ID	Last Name	First Name	
May 29, 2017 (Mon)	2:00 PM	ACC 2301-251	[REDACTED]	[REDACTED]	[REDACTED]	Status
May 08, 2017 (Mon)	11:00 AM	ACC 2362-258	[REDACTED]	[REDACTED]	[REDACTED]	Status
May 10, 2017 (Wed)	2:00 PM	ACC 2362-258	[REDACTED]	[REDACTED]	[REDACTED]	Status

Test List:

Add New Test							
	Test Name	Test ID	Course	Term	Last updated on	Last upload on	
Edit	ACC 2362-Exam 1	17	ACC 2362	201730	6/14/2017 4:38:39 PM	4/7/2017 1:00:00 PM	Assign

10. Clicking on the “Edit” button allows you to make changes to an existing request, including attaching the assessment file at a later time.

Test List:

Add New Test							
	Test Name	Test ID	Course	Term	Last updated on	Last upload on	
Edit	ACC 2362-Exam 1	17	ACC 2362	201730	6/14/2017 4:38:39 PM	4/7/2017 1:00:00 PM	Assign

### Assigning an Assessment

1.) Clicking the “Assign” button next to a created test, quiz, or final will allow you to assign a test to an assessment request.

# ATSD Testing System – Faculty Instructions

ATSD Testing System

Faculty

- Manage Tests
- Review Student Requests

Pending Requests


Test Date	Test Time	Course	Student ID	Last Name	First Name	Status
Jul 19, 2017 (Wed)	10:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Test List:

Show tests from prior terms

Add New Test

	Test Name	Test ID	Course	Term	Last updated on	Last upload on	
Edit	[REDACTED]	25	MKT 3370	201750	8/2/2017 4:47:22 PM	7/14/2017 5:18:00 PM	Assign



2.) Check the box next to the request(s) you would like to assign the assessment to and click the “Assign Selected” button.

# ATSD Testing System – Faculty Instructions

ATSD Testing System

Faculty

Test: Zank Test File (id: 25)

Request ID	Status	Test Date	Test Time	Course	Last Name	First Name	Test ID	Test Name	
<input type="checkbox"/>	187	Requested	Jul 21, 2017 (Fri)	8:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	25	[REDACTED]
<input type="checkbox"/>	186	Scheduled	Jul 25, 2017 (Tue)	8:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	25	[REDACTED]
<input type="checkbox"/>	188	Scheduled	Jul 19, 2017 (Wed)	10:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]		
<input type="checkbox"/>	184	Checked-In	Jul 27, 2017 (Thu)	7:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	25	[REDACTED]

Assign Selected

3.) The test should now be assigned to the request with a Test ID number. Click the “Return to Listing” button to return to the Manage Tests page.

ATSD Testing System

Faculty

Test: Zank Test File (id: 25)

Request ID	Status	Test Date	Test Time	Course	Last Name	First Name	Test ID	Test Name	
<input type="checkbox"/>	187	Requested	Jul 21, 2017 (Fri)	8:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	25	[REDACTED]
<input type="checkbox"/>	186	Scheduled	Jul 25, 2017 (Tue)	8:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	25	[REDACTED]
<input type="checkbox"/>	188	Scheduled	Jul 19, 2017 (Wed)	10:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	25	[REDACTED]
<input type="checkbox"/>	184	Checked-In	Jul 27, 2017 (Thu)	7:00 AM	MKT 3370-501	[REDACTED]	[REDACTED]	25	[REDACTED]

Assign Selected    Return to Listing

4.) The pending request should have disappeared from your Manage Test screen.

# ATSD Testing System – Faculty Instructions

ATSD Testing System

Faculty

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**Test List:**

Show tests from prior terms

**Add New Test**

	Test Name	Test ID	Course	Term	Last updated on	Last upload on	
<b>Edit</b>	██████████	25	MKT 3370	201750	8/2/2017 4:47:22 PM	7/14/2017 5:18:00 PM	<b>Assign</b>