

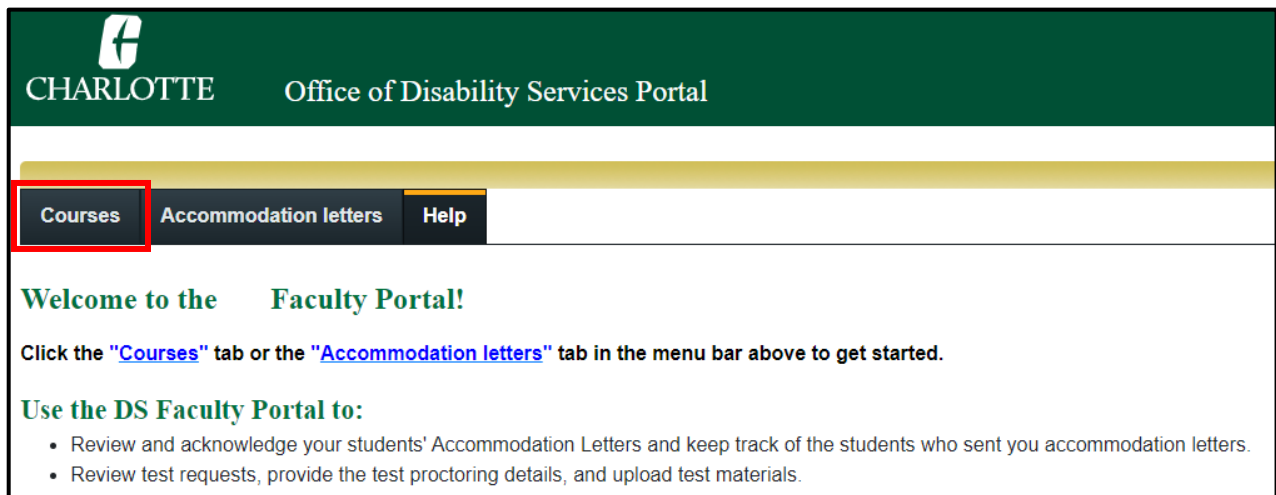
How Instructors Share Test Information via the OAA Faculty Portal

When a student requests to take a **test, quiz, or Final Exam** with the Office of Accessibility and Accommodation (OAA) Test Center, faculty receive an email notification asking them to confirm the test information and share or upload any test materials.

- 1) Click on the hyperlink in the email or go to <https://accommodation.charlotte.edu/portal/>
- 2) Click on the "Faculty Portal" icon



- 3) Log in using your NinerNet credentials
 - a. If you have not recently logged in or are on a new device, you may need to use Duo two-factor authentication. Have your cell phone handy
- 4) Now in the Faculty Portal, click on "Courses" in the black toolbar to view all courses (and sections) you are teaching



- 5) Under the **Courses** tab, look for the specific course and section in which you wish to share test information
 - a. A ★ indicates that one or more students have scheduled a test/exam with the Test Center for that course and section
 - b. *If you teach multiple sections of a course (ex. ACCT2121-001, ACCT2121-002, ACCT2121-003) you must share information for each section*

Courses	Accommodation letters	Help
Courses Show term: Spring Semester 2024 Refresh Your courses are listed below. If you are not in the correct semester, you can change semesters by clicking the drop-down menu under "Show term" at the top right of the page. To view your students' Accommodation Letters, click the "Accommodation Letters" link under OPTIONS. Upcoming test or exam requests awaiting your review and approval are indicated by a yellow star. To view a test or final exam request, click the "Tests and Exams" link under OPTIONS.		
Course	Options	
20526 MATH1242 SECTION: 005 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	
21035 MATH2241 SECTION: 001 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	
23123 MATH1241 SECTION: 301 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	
26399 MATH1241 SECTION: 202 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	
26400 MATH1241 SECTION: 203 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	

- 6) Click on "★ Tests and Exams" to confirm the Test/Exam information
- You will confirm/edit the reported in-class test time, share proctoring information, and upload any test materials (if necessary)



- 7) After clicking on "★ Tests and Exams," a list of student-requested tests/exams for every date that a student has scheduled a reservation for will appear. Click "Confirm/Edit" in the "Action" column to share information for that test date
- Dates are listed so that the furthest date is listed at the top and the closest date (or previous date) will appear at the bottom of the list
 - You will need to confirm **each** exam reservation

Courses	Accommodation letters	Help																		
Scheduled tests and examinations for: 20526 MATH1242 section 005 Lecture (202410): 2024 Jan 10 to May 8 SCROLL DOWN to see the list of all the scheduled exams for this course. Click the "Confirm/Edit" link corresponding to each test to provide proctoring details and upload test materials. Tests are listed in reverse chronological order, with the oldest dates appearing last. Uploading Test Materials: "Submit File" means test materials have not been uploaded yet. - If you have uploaded test materials, you will see "Review File" with a green check mark. - If it is past the 3-hour cut-off, you won't be able to upload test materials or enter information. - To remove previously submitted test materials and upload an updated version, click "Review File." Under File Upload, click "Remove." To ADD a test that is NOT LISTED BELOW, click the "Add this test" button to tell us the details. Tell us about an upcoming test Date of test: M/d/yyyy Add this test																				
Tests and exams: <table border="1"> <thead> <tr> <th>Type</th> <th>Date of test</th> <th>Class test time</th> <th>Previously confirmed</th> <th>Submitted file</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Final exam</td> <td>May 1 Wednesday (2024)</td> <td>3:00 PM (180 minutes) Last modified: 2024-03-15</td> <td>No</td> <td></td> <td>Confirm/Edit</td> </tr> <tr> <td>Test</td> <td>April 26 Friday (2024)</td> <td>1:25 PM (50 minutes) Last modified: 2024-03-15</td> <td>Yes</td> <td>Submit file</td> <td>Confirm/Edit</td> </tr> </tbody> </table>			Type	Date of test	Class test time	Previously confirmed	Submitted file	Action	Final exam	May 1 Wednesday (2024)	3:00 PM (180 minutes) Last modified: 2024-03-15	No		Confirm/Edit	Test	April 26 Friday (2024)	1:25 PM (50 minutes) Last modified: 2024-03-15	Yes	Submit file	Confirm/Edit
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- 8) On the **Test Details** page, on Prompt 1, review the test, date, and time provided by your student. Make changes if the information is incorrect. Click "Next"

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

1. Test / Exam Information

Course: 30210 MATH2171 sect. 080 Lecture (202660)

Below is the reported **in-class** test date and time. If the information is incorrect or missing, manually enter the *correct in-class test date, start time, and end time*. The system will adjust student reservations if the class falls outside of Test Center office hours.

If a student is approved to test at an alternate or makeup date/time, the previously agreed-upon makeup date and time should be listed below.

DO NOT include extended time accommodations. Extended time will be added to individual reservations by the system, as appropriate.

Note changes made the same day likely cannot be reflected in a student's reservation.

Date of test: 

Test start time:

Test end time:

[Previous](#) [Next](#) [Cancel](#)

- 9) On Prompt 2: **Students**. Review any students who have scheduled a reservation with the OAA Test Center. Click "Next" to continue
- Students who have already scheduled a reservation for this date will be listed on this page. The test times may differ due to any individual additional time accommodations and/or conflicts with other courses

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

2. Students scheduled to-date for 30210 MATH2171 sect. 080 Lecture (202660)

Below are students currently scheduled to test with the OAA Test Center. *Note the individual student reservations times to be aware of when to have test materials ready.*

Any students not listed have not yet made a reservation and are expected to test in the classroom unless informed otherwise.

Student Name & ID	Date	Time
None yet.		

[Previous](#) [Next](#) [Cancel](#)

- 10) On Prompt 3: **Test Information** is a checklist of various allowed items and proctoring parameters. Select the items that students in the classroom will be allowed to use during this test
- Only items selected by you are allowed in the OAA Test Center
 - Some questions are *required* to ensure smooth administration of your test

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

3. Test Information for 20526 MATH1242 sect. 005 Lecture (202410)

TEST PROCTORING REQUIREMENTS

Best form of contact during the student's reservation time:

* Email, gchat, phone call, or TA's email:

Select only the items that you **ALLOW** for the entire class. Items left unchecked **WILL NOT BE ALLOWED**.

11) Towards the bottom of the **Test Information** checklist is a section to indicate any special software requirements for an online test

Computer Programs & Websites Required for the In-Class Test:

To comply with FERPA, webcam monitoring via Zoom or Respondus Monitor is not permitted in the Test Center. Instead, the Test Center is under general video surveillance.*

- ☐ ArcGIS - Arcmap
- ☐ ATI
- ☐ Cengage
- ☐ CodingRooms
- ☐ LockDown Browser
- ☐ MATLAB
- ☐ McGraw Hill
- ☐ MOSAIC
- ☐ SASS/SPSS/STATA
- ☐ Pearson
- ☐ TopHat

Other (must provide software installer in advance):

12) The final step on Prompt 3 is to select the **Test Delivery** and the **Test Return** options. Once selected, click "Next" to continue

a. This is also where you will share information if the test is being administered online

Test Delivery Options:

* Select a test delivery option:

- ☐ Deliver the exam to OAA Test Center at least one (1) day before the test date
- ☐ Upload the exam to the Faculty Portal NOW (Upload on the next screen)
- ☐ Upload the exam to the Faculty Portal at least 3 hours (12 hours during Finals) before the reservation start time
- ☐ This is a COMMON FINAL EXAM that will be HAND DELIVERED my the Department.
- ☐ This is an ONLINE exam administered in the classroom.

Online test information, as needed:

Email oaa-testcenter@charlotte.edu with ANY password changes or updates

☐ No Password Required for Online Test

Password:

Test Name/Title:

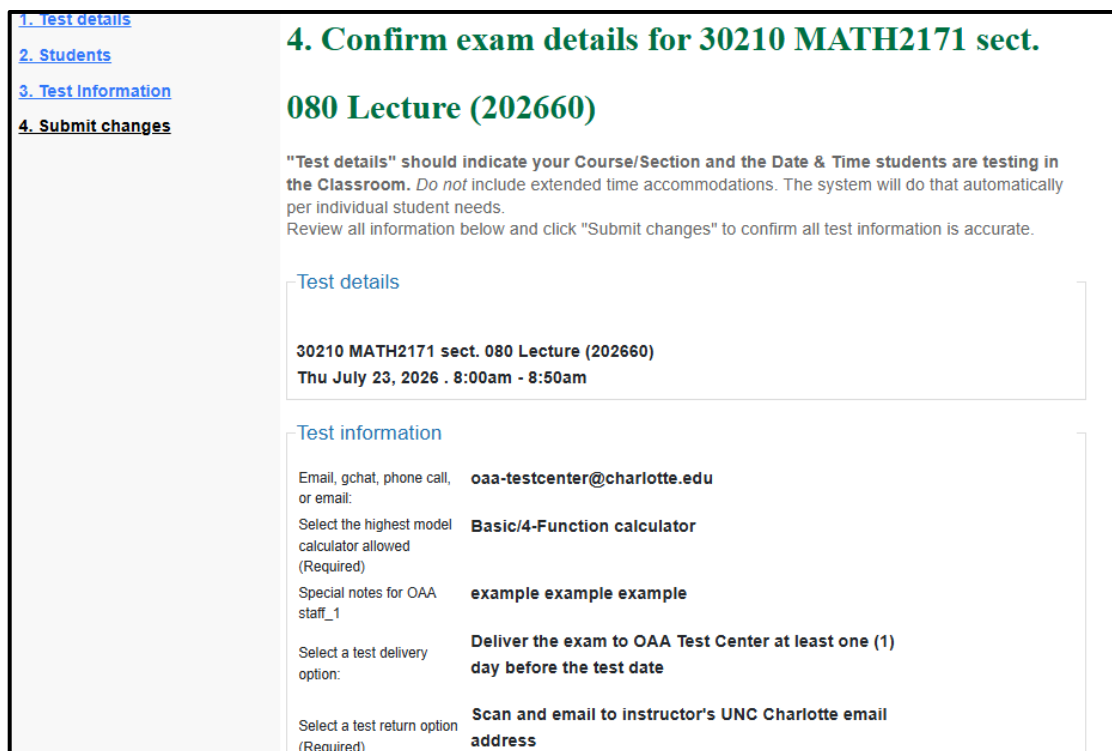
Location (Canvas Quizzes, Textbook website, etc.):

Test Return Options:

* Select a test return option (Required)

- ☐ Scan and email to instructor's UNC Charlotte email address
- ☐ Instructor will pickup from OAA Test Center (FRET 230).
- ☐ This is an ONLINE exam administered in the classroom

- 13) Prompt 4: **Submit Changes**. Confirm the test details you shared match the in-class test time.
"Test information" should reflect the in-class test environment



1. Test details
2. Students
3. Test information
4. Submit changes

4. Confirm exam details for 30210 MATH2171 sect. 080 Lecture (202660)

"Test details" should indicate your Course/Section and the Date & Time students are testing in the Classroom. Do not include extended time accommodations. The system will do that automatically per individual student needs.
Review all information below and click "Submit changes" to confirm all test information is accurate.

Test details

30210 MATH2171 sect. 080 Lecture (202660)
Thu July 23, 2026 . 8:00am - 8:50am

Test information

Email, gchat, phone call, or email: oaa-testcenter@charlotte.edu

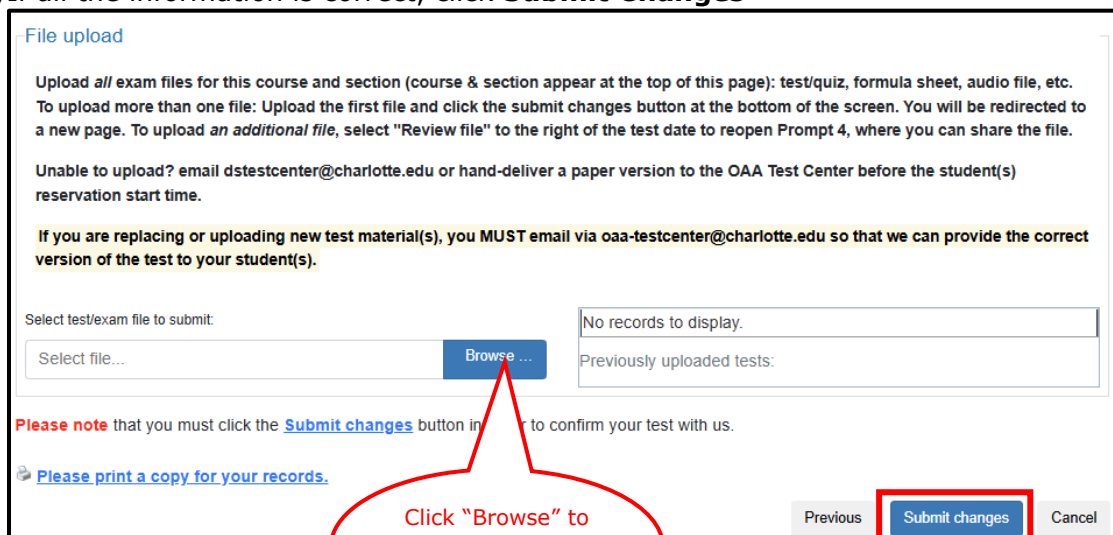
Select the highest model calculator allowed (Required): Basic/4-Function calculator

Special notes for OAA staff_1: example example example

Select a test delivery option: Deliver the exam to OAA Test Center at least one (1) day before the test date

Select a test return option (Required): Scan and email to instructor's UNC Charlotte email address

- 14) Under the **File upload** section, upload all test materials (i.e., the test, periodic table, formula sheet, audio file, etc.), if applicable
- To upload more than one file:
 - Upload the first test file and click submit changes
 - Go back through the steps to upload an additional file or to replace one you previously uploaded
- 15) If all the information is correct, click **Submit Changes**



File upload

Upload *all* exam files for this course and section (course & section appear at the top of this page): test/quiz, formula sheet, audio file, etc.
To upload more than one file: Upload the first file and click the submit changes button at the bottom of the screen. You will be redirected to a new page. To upload an *additional* file, select "Review file" to the right of the test date to reopen Prompt 4, where you can share the file.

Unable to upload? email dtestcenter@charlotte.edu or hand-deliver a paper version to the OAA Test Center before the student(s) reservation start time.

If you are replacing or uploading new test material(s), you **MUST** email via oaa-testcenter@charlotte.edu so that we can provide the correct version of the test to your student(s).

Select test/exam file to submit:

Select file... Browse...

No records to display.

Previously uploaded tests:

Please note that you must click the [Submit changes](#) button in order to confirm your test with us.

[Please print a copy for your records.](#)

Previous **Submit changes** Cancel

Click "Browse" to upload a file from your computer