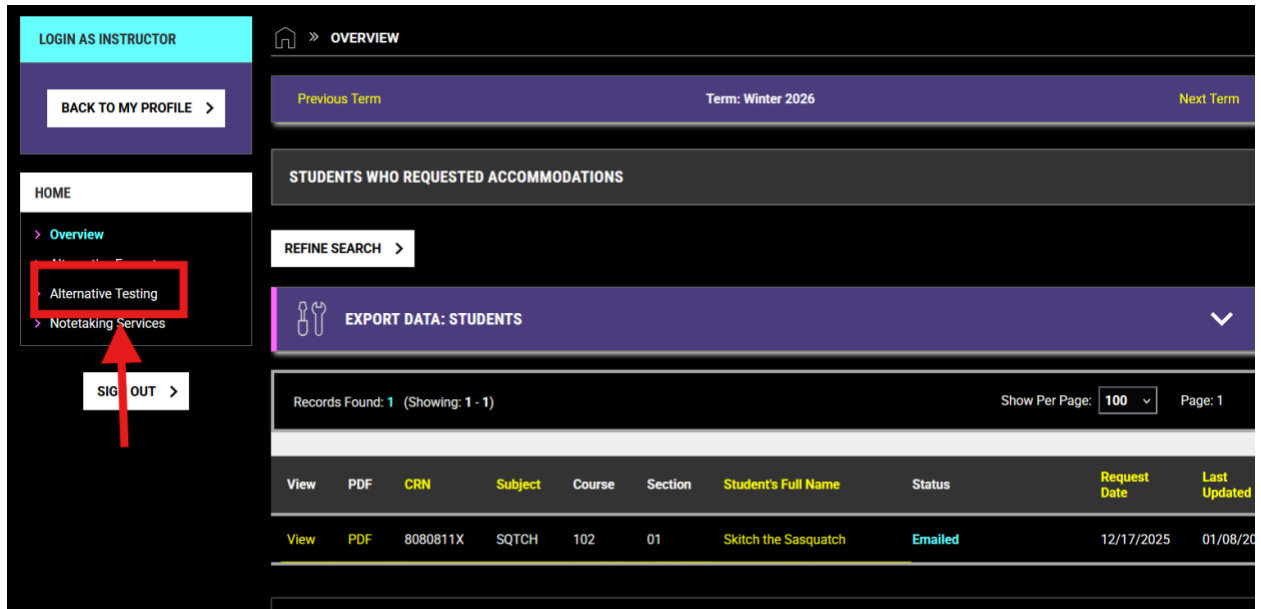# How To: Specify Exam Details Using the DAS Instructor Portal

Log in to the [DAS Instructor Portal](#)

Select 'Alternative Testing' from the left menu bar.

Within the alternative testing module, you'll see a list of student exam requests, current status, and have tools for entering course wide 'alternative testing contract' information, individual exam date proctoring instructions, uploading exam files, etc. You can also export all the exam info into an excel spreadsheet.

Select 'Alternative Testing Contract' from the top right menu.

Select the course you'd like to add exam details to by selecting "View" next to the course.

If you'd like to add the same details to multiple courses in bulk, select the check boxes next to each course (using the 'specify in bulk' or 'copy' function may require the faculty to manually adjust test dates and start times if they differ across course sections).

Answer the course wide exam instructions questionnaire. Enter the phone number you'd like to be contacted at for any issues related to exams. Then select 'Continue to Specify Exams.'

You'll see a list of any exam dates you may have already entered for the course.

Proceed to enter in the relevant details in the form for **each exam date for your course:**

- **Type of Exam**
- **Approval Method** – this allows you to specify parameters for automatic approval based on standard date and class start time (or lack thereof) for your exams. E.g. you can request that a student only be allowed to schedule an exam for a specific date/time, a specific date only (but any time), or any date at all (see approval grace period note below for setting a specific window).
- **Date** – standard class date of exam
- **Approval grace period** – this allows you to set a window for the student's exam request to automatically be approved.
  - For example: to specify a 48-hour window for exam scheduling is by setting the 'Approval Method' to 'Approve if Scheduled on the Specified Date and Time.' Enter the date and time that the exam opens. And update the 'Approval Grace Period' to 'After' and '2 business days.' The only time this wouldn't work is if the standard date is scheduled preceding a weekend or holiday. e.g. an

exam scheduled for a Friday with the 2 business day after grace period would allow students to schedule on Monday and Tuesday the following week. If there's a situation like that, you can always do what you did with the 'Approve If Scheduled on Any Date' and enter info in the 'Additional Note for Staff' section and we can make sure the student's scheduled time falls within your specified window.

- **Time** – standard exam start time in class
- **Standard length of exam** – standard class exam duration without accommodations applied
- **Skip Automated Exam Reminder** – the DAS portal will send you automated emails when the student's exam request has been approved and 3 business days before the exam date. You can opt out of those automated emails with this toggle.
- **Additional Note for Staff** – any other relevant information related to exam scheduling or the student's request
- **Exam Date Instructions** – answer the required questions to provide accurate proctoring instructions. Please be specific about authorized material access (e.g. what type of calculator, size of notecard, etc.)
- **Upload Exam File** – you can upload paper/pencil exam files, approved notecards, etc. to the secure DAS Portal

Once all information has been entered, select 'Save Exam Date.' Repeat this process (entering exam detail, exam date instructions, and uploading exam file(s)) for all exam dates in your course.

Once you have entered details for all exam dates in your course, you can copy to additional courses if desired (using the 'specify in bulk' or 'copy' function may require the faculty to manually adjust test dates and start times if they differ across course sections).