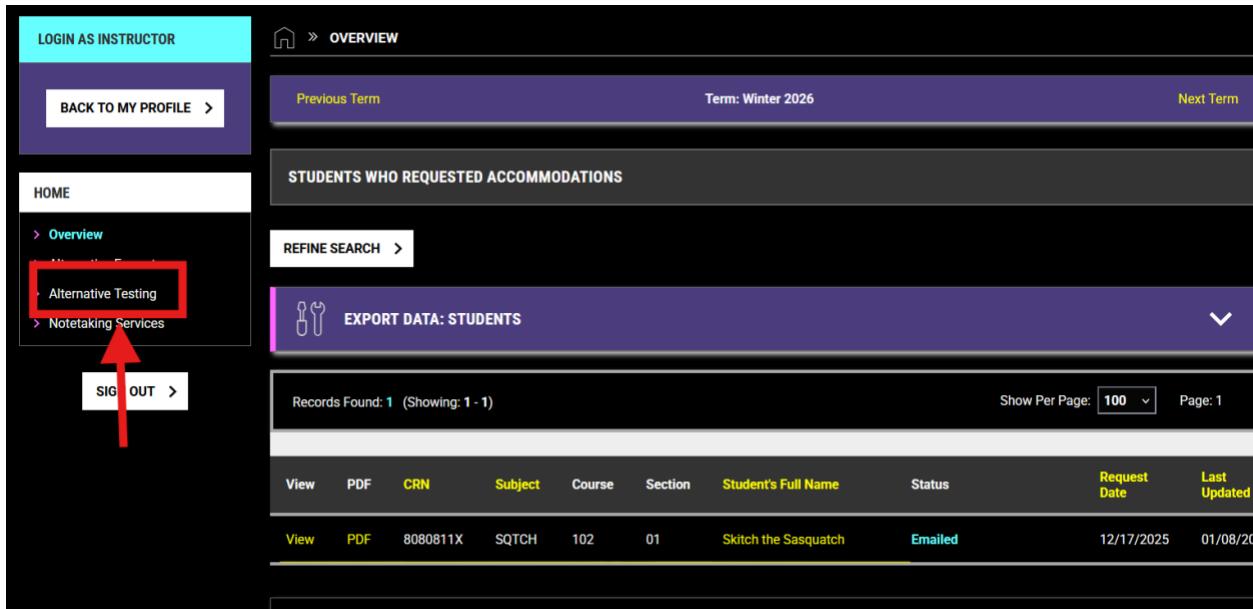


# How To: Specify Exam Details Using the DAS Instructor Portal

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

Select 'Alternative Testing' from the left menu bar.



The screenshot shows the DAS Instructor Portal interface. On the left, a sidebar menu is visible with the following structure: 'LOGIN AS INSTRUCTOR' (button), 'BACK TO MY PROFILE' (button), 'HOME' (button), 'Overview' (button), 'Alternative Testing' (button, highlighted with a red box and a red arrow pointing to it), 'Notetaking Services' (button), and 'SIGN OUT' (button). The main content area is titled 'OVERVIEW' and shows 'STUDENTS WHO REQUESTED ACCOMMODATIONS'. It includes a 'REFINE SEARCH' button and an 'EXPORT DATA: STUDENTS' section with a dropdown arrow. Below this, a table displays student exam requests. The table has columns: View, PDF, CRN, Subject, Course, Section, Student's Full Name, Status, Request Date, and Last Updated. One row is shown: View, PDF, 8080811X, SQTCH, 102, 01, Skitch the Sasquatch, Emailed, 12/17/2025, 01/08/2026.

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
<a href="#">View</a>	<a href="#">PDF</a>	8080811X	SQTCH	102	01	Skitch the Sasquatch	Emailed	12/17/2025	01/08/2026

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.

ALTERNATIVE TESTING CONTRACT

UPCOMING EXAMS COMPLETED FILES ALTERNATIVE TESTING CONTRACT EXAM DATES

IMPORTANT MESSAGE

Welcome to the DAS Alternative Testing Instructor Dashboard.

ALTERNATIVE TESTING CONTRACT EXAMS WITHOUT FILES uploaded MISCELLANEOUS

0 Courses without Alternative Testing Contract Total Courses with Alternative Testing Contract: 1

2 Number of Exams without Files Uploaded

Other Available Reports:

- List Students
- All Exams

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 2 (Showing 1 - 2)

Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Locate	Location	Requested On
Approved	<a href="#">Detail</a>	8080811X	SQTC	102	01	Sketch the Sequatchi	Regular Exam - Digital	02/12/2026	08:00 AM - 08:30 AM (30)	15-104 - DAS Office Private Room	15-104 - DAS Office Private Room	01/08/2026
Completed	<a href="#">Detail</a>	8080811X	SQTC	102	01	Sketch the Sequatchi	Midterm - Paper/Pencil	02/18/2026	A 08:37 AM - 08:47 AM (10)	7-120 - Testing Center Distraction Reduced Environment #1	7-120 - Testing Center Distraction Reduced Environment #1	01/06/2026

Show Per Page: 100 Page: 1

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).

Welcome to the DAS Alternative Testing Instructor Dashboard.

Previous Term Term: Winter 2026 Next Term

Navigate To: [View All Courses](#)

GO >

REFINE SEARCH >

STEP 1: SELECT COURSES (FOR BULK ACTIONS)

Records Found: 1 (Showing 1 - 1)

	View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times	Notes	Bulk Entry
<input checked="" type="checkbox"/>	<a href="#">View</a>		8080811X	SQTC	102	01	Cryptozoology	1	3			<a href="#">List Exam Dates</a>

STEP 2: SELECT AVAILABLE OPTIONS

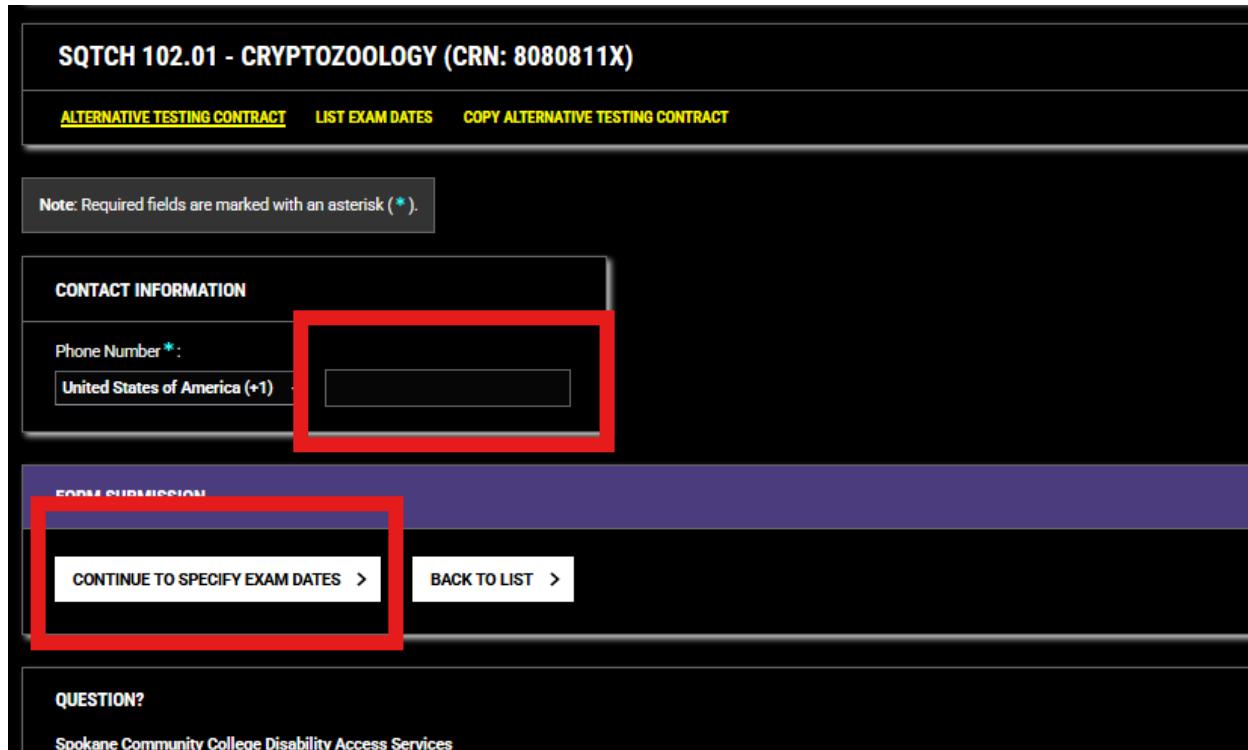
Please select at least one course from the table above.

[SPECIFY ALTERNATIVE TESTING CONTRACT IN BULK](#) >

QUESTION?

Stockton Community College Disability Access Services

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.'



**SQTCH 102.01 - CRYPTOZOOLOGY (CRN: 8080811X)**

[ALTERNATIVE TESTING CONTRACT](#) [LIST EXAM DATES](#) [COPY ALTERNATIVE TESTING CONTRACT](#)

Note: Required fields are marked with an asterisk (\*).

**CONTACT INFORMATION**

Phone Number \* :

United States of America (+1)

**FORM SUBMISSION**

[CONTINUE TO SPECIFY EXAM DATES >](#) [BACK TO LIST >](#)

**QUESTION?**

Spokane Community College Disability Access Services

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.

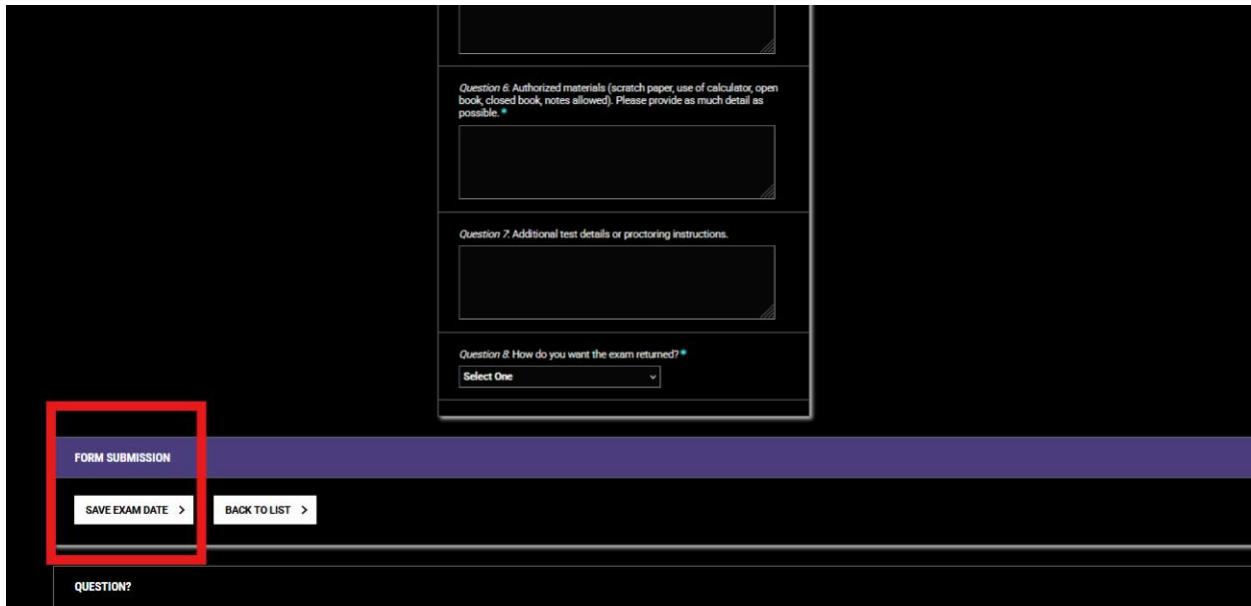
- **Time** – standard exam start time in class
- **Standard length of exam** – standard class exam duration without accommodations applied
- **Skip Automated Exam Reminder** – the DAS portal will send you automated emails when the student's exam request has been approved and 3 business days before the 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

The screenshot shows the DAS Portal interface for managing exam contracts. The top navigation bar includes links for 'ALTERNATIVE TESTING CONTRACT - LIST EXAM DATES', 'ALTERNATIVE TESTING CONTRACT', 'LIST EXAM DATES', and 'COPY ALTERNATIVE TESTING CONTRACT'. The main content area is titled 'LIST EXAM DATES' and shows a table of existing exam dates:

Modify	Duplicate	Delete	Type	Date	Time	Length	Exams Uploaded	Exam Instruction	No Reminder	Approval Method
Modify	Duplicate	Delete	Regular Exam - Digital	Thursday, January 22, 2026	01:45 PM	75		Yes		Instructor Will Approve Manually Outside the Specified Date
Modify	Duplicate	Delete	Midterm - Digital	Thursday, February 12, 2026	01:00 PM	60		Yes		Approve If Scheduled on the Specified Date (+/-1 Day)
Modify	Duplicate	Delete	Final - Digital	Tuesday, March 24, 2026	08:00 AM	95		Yes		Instructor Will Approve Manually Outside the Specified Date

Below the table is a section titled 'ADD ADDITIONAL EXAM DATE' with a note: 'Note: Required fields are marked with an asterisk (\*).'. The 'EXAM DETAIL' section contains fields for 'Type' (dropdown: 'Select One'), 'Approval Method' (dropdown: 'Select One'), and 'Date' (dropdown: 'Select One'). A purple note box states: 'Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.' The 'EXAM DATE INSTRUCTIONS' section includes 'Question 1 Exam Name\*' (text input) and 'Question 2 Exam format\*' (checkboxes: 'Canvas', 'Paper/Pencil', 'Other online learning platform (Additional Comment Required)', 'Other (Additional Comment Required)'). The 'UPLOAD EXAM FILE' section includes 'Title Or Exam File Note:' (text input), 'Select File:' (button: 'Browse...'), and a note: 'Final Exam files can be added on a continual basis.' A purple note box at the bottom states: 'Additional Comment:'. The bottom of the page includes a copyright notice: '© 2023 University of California, Berkeley, DAS. All Rights Reserved.'

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.



Question 6 Authorized materials (scratch paper, use of calculator, open book, closed book, notes allowed). Please provide as much detail as possible.\*

Question 7 Additional test details or proctoring instructions.

Question 8 How do you want the exam returned?\*

Select One

FORM SUBMISSION

SAVE EXAM DATE > BACK TO LIST >

QUESTION?

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).