



STETSON UNIVERSITY ACCESSIBILITY SERVICES

2025-2026 FACULTY HANDBOOK

Instructor Guide
to Alternative
Testing

Prepared by:
Accessibility Services

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What is ASC?

The Accessibility Services Center coordinates accommodations for students with disabilities.

Students that are interested in receiving accommodations will complete a Hatter Access Profile and provide related documentation of their disability. Then a welcome meeting will be scheduled with ASC staff to discuss reasonable accommodations.

In the context of higher education, reasonable accommodations are modifications or adjustments in the academic environment that enable a qualified student with a disability equal access to the university's programs, courses, services and activities. A reasonable accommodation cannot fundamentally alter the core learning objectives of the course or program. They provide an alternative way to accomplish the requirements by eliminating or reducing disability-related barriers and providing a level playing field for students with disabilities.



Instructor Responsibility

Legal Responsibility

Reasonable accommodations must be implemented to be in accordance with the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973.

Confidentiality

All information regarding a student's accommodations is confidential and should not be shared or discussed with anyone outside of the student and professional ASC staff.

Accommodation Implementation

If you have received an Accommodation Letter from the ASC, it is your responsibility to implement the listed accommodations for your course design, instruction, etc. While encouraged in their welcome meetings with ASC Staff, to discuss accommodations with faculty, they do not have to, the official Accommodation Letter sent from the ASC office is the official notification that a student requires accommodations. If you have any questions regarding how to implement any accommodations, please contact the ASC.

Hatter Access Instructor Portal

Our instructor portal is your one stop shop for all things accessibility/accommodations.

HATTER ACCESS PORTAL

Use this portal to:

- View a list of students with accommodations in your course(s)
- View Accommodation Letters
- Complete or edit Course Testing Agreement
- Upload exam files
- Submit specific exam instructions

Accommodation Letter: An Accommodation Letter outlines the specific accommodations a student has been granted without providing information regarding a student's disability. Please review the active accommodations for each student. Please note, accommodations can be added based on student need, so more than one Accommodation Letter could be sent in the same semester. This letter will be sent in an official email from the ASC office once a semester.

Course Testing Agreement Form: A Course Testing Agreement Form gives the ASC proctoring information for exams scheduled in the testing center. The information an instructor submits in the form should reflect how the exam will be proctored in class for students without accommodations. We cannot approve an exam request if the course does not have a completed agreement.

Hatter Access Testing Agreement

Navigate to the Hatter Access Instructor Portal:
From My Stetson, click on the Accessibility Service Center. *Figure 1*

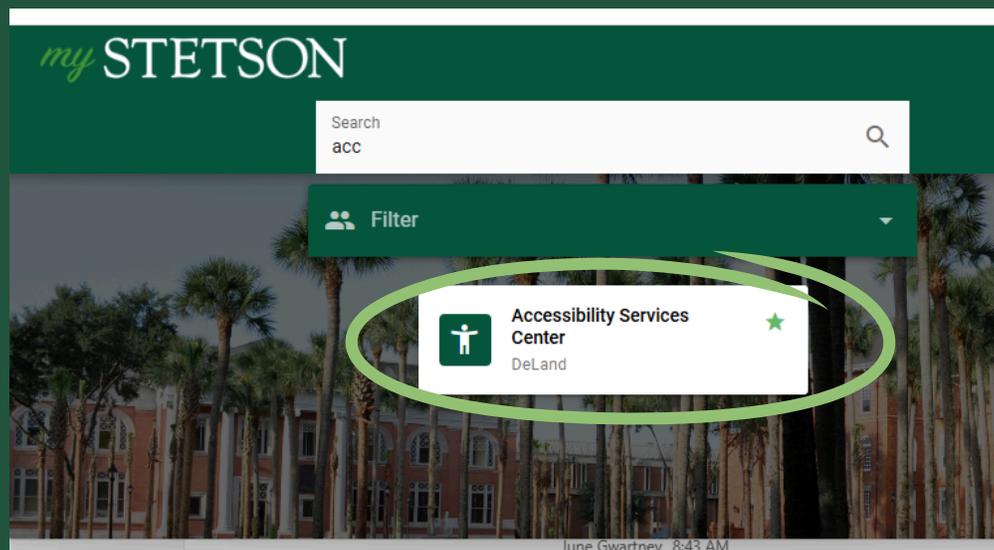


Figure 1: Screenshot of My Stetson with a green circle around Accessibility Services Center tile.

Once there, on the navigation menu, click Faculty Resources
Figure 2

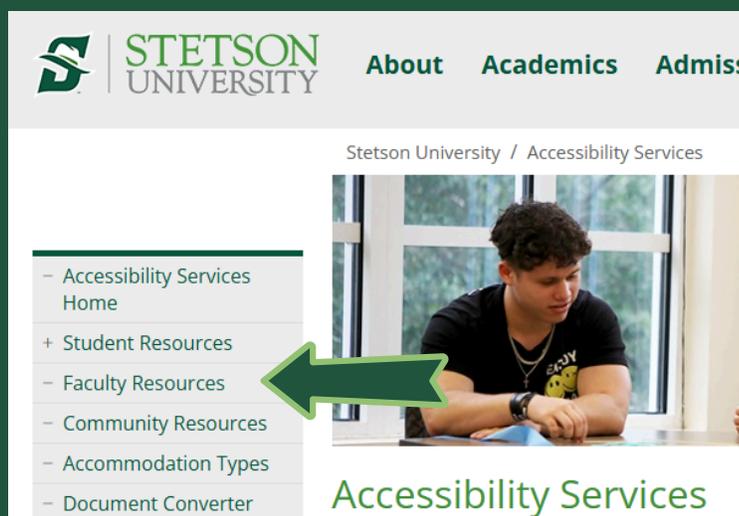


Figure 2: Screenshot of the Accessibility Service Center webpage with a green arrow pointing at Faculty Resources on the menu.

Hatter Access Testing Agreement

On the Faculty Resources page, scroll down and click on the Hatter Access Instructor Portal Button. *Figure 3*

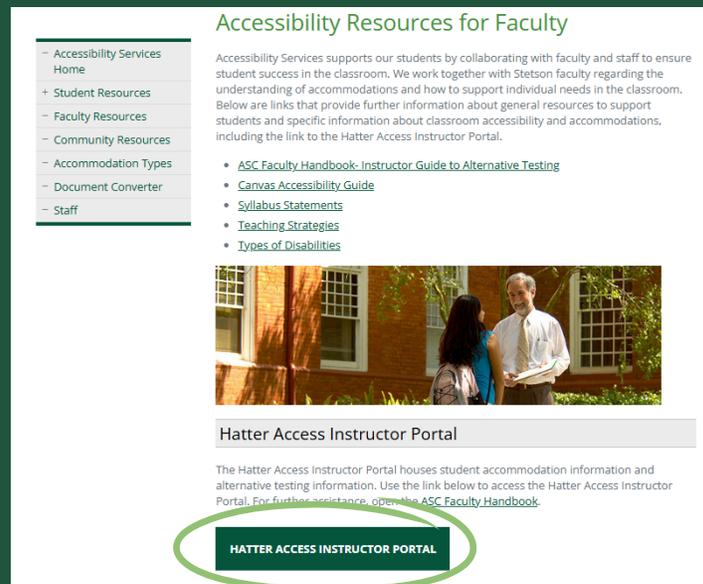


Figure 3: Screenshot of the Faculty Resources webpage with a green circle around Hatter Access Instructor Portal.

From the Welcome Page of Hatter Access select Access Instructor Portal. *Figure 4*

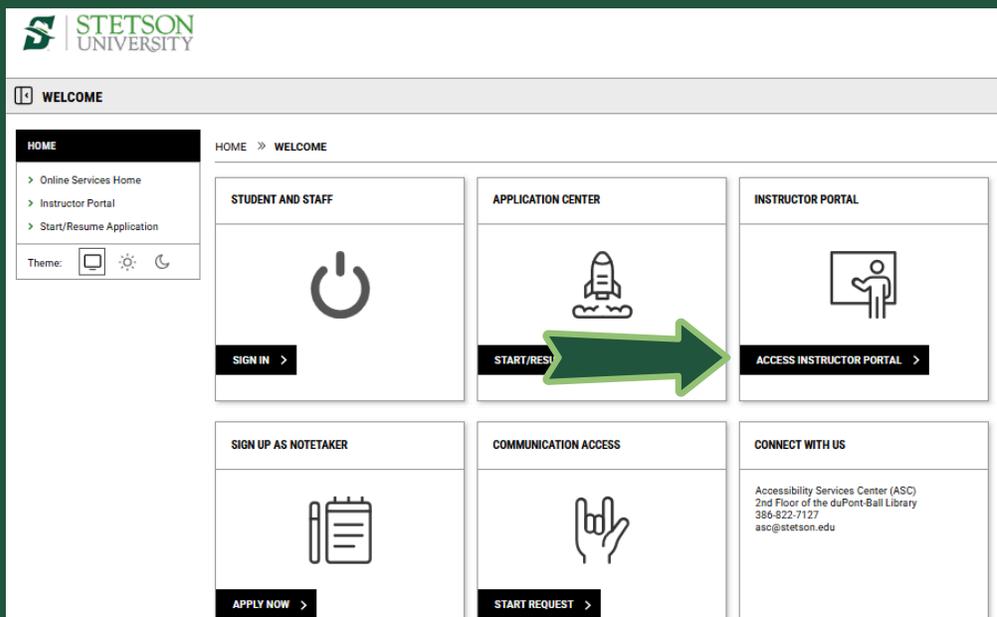


Figure 4: Screenshot of Hatter Access Portal Welcome page with green arrow pointing at Access Instructor Portal.

Hatter Access Testing Agreement

Once, logged into Hatter Access Instructor portal click “Continue To View Student Accommodations” *Figure 5*

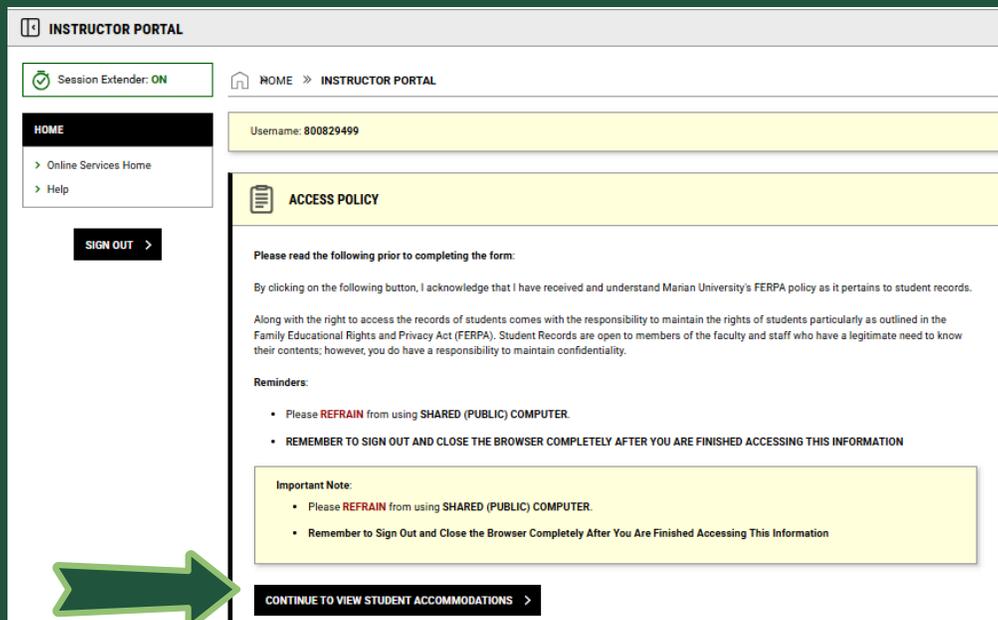


Figure 5: Screenshot of the Instructor Portal home page with a green arrow point at “Continue To View Student Accommodations” button.

Then select Alternative Testing in the menu on the left side of the screen. *Figure 6*

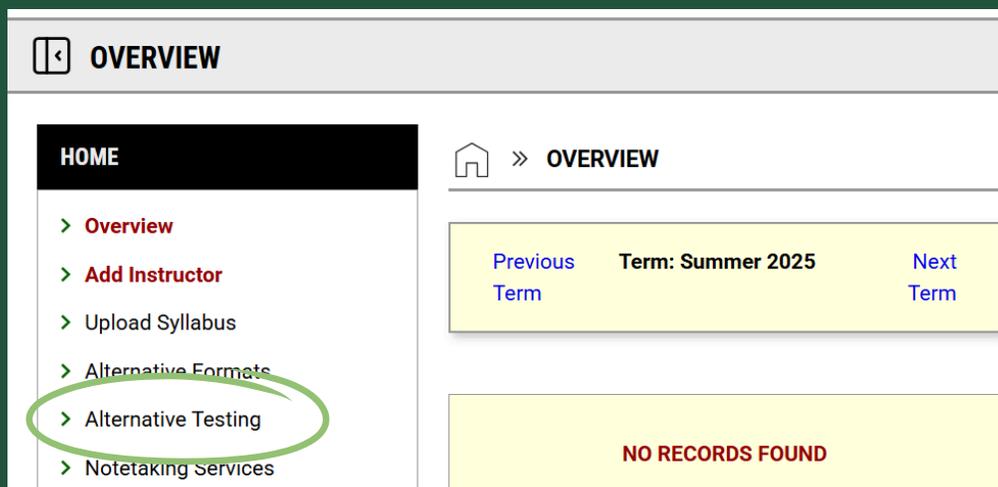


Figure 6: Screen shot of Hatter Access Instructor Portal with the menu on the left side of the screen with a green circle around Alternative Testing.

Hatter Access Testing Agreement

From the Alternative Testing page, select Testing Agreement Form. *Figure 7*

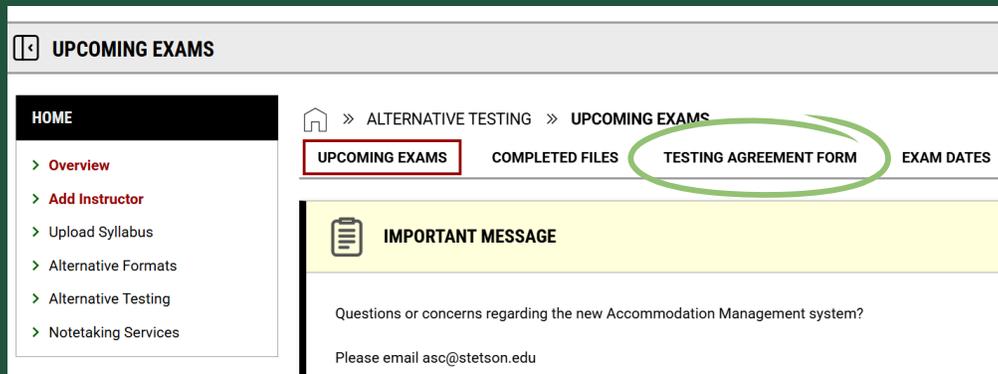


Figure 6: Screenshot of Alternative Testing page with a green circle around Testing Agreement Form.

Ensure the term is correct, if it's not use the 'Next Term' button to change it. Then go to the drop down menu and select 'Courses without Testing Agreement Form' *Figure 7*

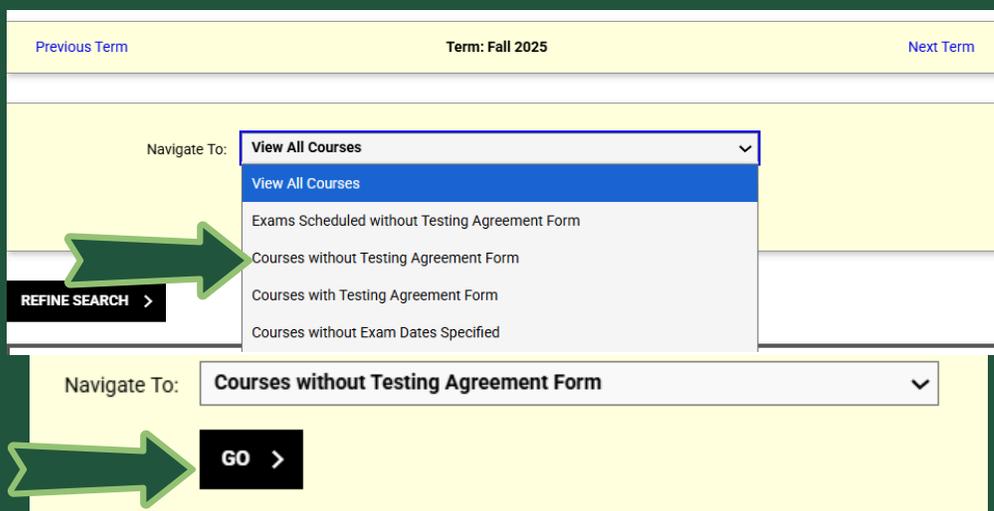
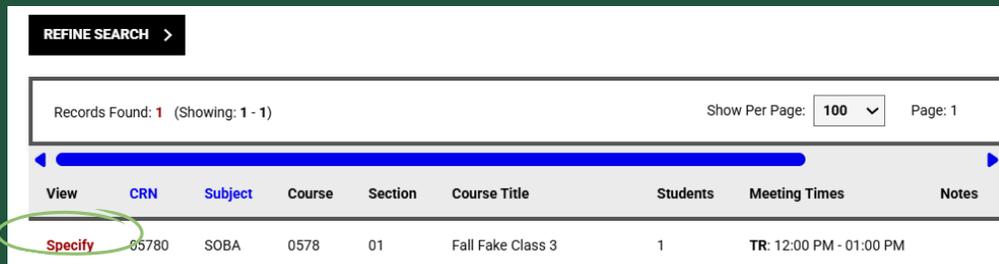


Figure 7: Screenshot of Testing Agreement Form with drop down menu open and green arrow pointing at 'Course without Testing Agreement Form' and 'Go'.

Hatter Access Testing Agreement

A list of courses will appear that do not have a completed Testing Agreement Form. Click on Specify to complete each one *Figure 9*



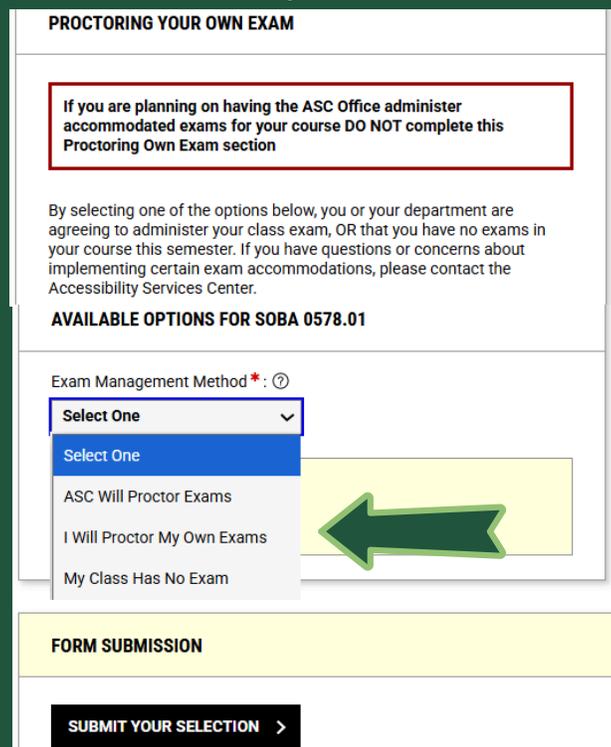
REFINE SEARCH >

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

View	CRN	Subject	Course	Section	Course Title	Students	Meeting Times	Notes
Specify	05780	SOBA	0578	01	Fall Fake Class 3	1	TR: 12:00 PM - 01:00 PM	

Figure 9: Screenshot of List of courses without Testing Agreement Form with a green circle around specify.

Identify if you plan to accommodate your exams, or if you would like your students to receive the accommodations through the ASC. Please note, if you select to Proctor your own exams, you will be done at this step. If you would like the ASC to proctor exams, you will continue to complete the Testing Agreement Form. *Figure 10*



PROCTORING YOUR OWN EXAM

If you are planning on having the ASC Office administer accommodated exams for your course DO NOT complete this Proctoring Own Exam section

By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the Accessibility Services Center.

AVAILABLE OPTIONS FOR SOBA 0578.01

Exam Management Method*: ⓘ

Select One

- Select One
- ASC Will Proctor Exams
- I Will Proctor My Own Exams
- My Class Has No Exam

FORM SUBMISSION

SUBMIT YOUR SELECTION >

Figure 10: Screenshot of 'Proctoring Your Own Exam' question and a drop down menu.

Hatter Access Testing Agreement

If you choose for the ASC to provide accommodations for your students exams, you will be directed to the Testing Agreement form where you will answer the seven questions. *Figure 11.*

INFORMATION	LIST OF QUESTIONS
For "Exam Type(s)" list the REGULAR CLASS LENGTH without extended time accommodations. If you do not offer one of the offered exam types, leave the field blank and only fill in the exam type that you offer.	Question 7: How will you provide an exam to PLC Testing for administration? * <input type="radio"/> Hand deliver a hardcopy

Figure 11 Screenshot of the top of the testing agreement page showing you the instructions.

Once all seven questions are answered click “update and view exam dates at the bottom of the page. *Figure 12*

FORM SUBMISSION

UPDATE AND VIEW EXAM DATES >	< LIST >
------------------------------	----------

Figure 12: Screenshot of 'Update and View Exam Dates' button at bottom of the page.

The next page will be where you enter the exam date and time information. You have to enter one exam date and time to save the testing agreement, you can enter all exam dates for your course if you would like. There is also an option for you to upload exam files to the instructor portal so you do not have to hand deliver or email a copy of the exam to the ASC. If the exam is not ready to upload, that is fine, you can log back in and do it at a later date. *Figure 13*

Hatter Access Testing Agreement

EXAM DETAIL

Type*:
Select One

Date*:
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).
mm/dd/yyyy

Time: ⌚
Select Select

Standard Length Of Exam (In Minutes)*:
Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Skip Automated Exam Reminder:
No

Additional Note For Staff: ⓘ

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Select File: ⓘ
Choose File No file chosen

Figure 13 Screenshot of the "Exam Detail and Upload Exam File" Page.

After entering the exam date and time information, you can click "save exam date" at the bottom of the page and you are done!

Hatter Access

Uploading Exam Files

To upload exam files log into the [Hatter Access Instructor Portal](#). (we highly recommend bookmarking this link!) and click on “Alternative Testing” in the home menu.

Scroll down to “Upcoming Exams Scheduled”

Step 1: Select Exams-Click on the small box to the left of the exam request you are uploading the exam file for. If you have multiple students taking the same exam, you can choose multiple students. Figure 14.1

Step 2: Select Available Options-Upcoming Exam File Upload. Name the file and click on the select file option to choose a file to upload. Finally, click “Upload File.” Your exam will be uploaded to your selected students. *Figure 14.2*

UPCOMING EXAMS SCHEDULED										
STEP 1: SELECT EXAMS (FOR BULK ACTIONS)										
Records Found: 2 (Showing: 1 - 2)										Show Per Page: 30
Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late
<input type="checkbox"/>	Processing	Detail	0011	SOBA	001	01	John B Stetson	Final	01/09/2026	08:00 AM - 10:40 AM (160)
<input type="checkbox"/>	Approved	Detail	0012	SOBA	002	01	John B Stetson	Exam	01/09/2026	09:00 AM - 10:40 AM (100)

Figure 14.1 Screenshot of the “Step 1 Select Exams” Section.

Hatter Access Uploading Exam Files

STEP 2: SELECT AVAILABLE OPTIONS

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

UPCOMING EXAM FILE UPLOAD

Please select **at least one exam** from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Select File * : ?

No file chosen

UPLOAD FILE >

Figure 14.2 Screenshot of the "Step 2 Select Available Options-Upcoming Exam File Upload" Section.



ASC Final Exams

Student with accommodations may request to take their final exams with the ASC. The window to request final exams is open 5-6 weeks prior to the start of finals. Multiple email reminders are sent to students regarding requesting final exams.

We proctor 80 plus exams a semester over the 4 scheduled days of finals. We work with faculty to ensure that we receive all testing materials and cover sheets prior to the exam.

Instructors will need to complete the Course Testing Agreement, if they have not already done so, once they receive the first student exam request notification.

Testing Center Hours

For final exam: 8am-9:30pm on selected exam days



ASC Testing Center

The Testing Center is available to any student with active testing accommodations. Only students with testing accommodations may use this space. The ASC is not used for make-up exams.

It is the student's responsibility to schedule any assessments in the testing center 5-7 business days in advance. Instructors will receive an email each time an exam is scheduled. If an Instructor does not approve of the requested day/time, they may email the ASC about their concerns.

Instructors will need to complete the Course Testing Agreement, if they have not already done so, once they receive the first student exam request notification.

Testing Center Contact:

asc@stetson.edu

Testing Center Location:

**Hollis Family Student
Success Center, 2nd
floor of Dupont-Ball
Library**

Testing Center Hours

For regular exams: Mon.-Fri. 8:15am-4:30pm

For final exam: 8am-9:30pm on selected exam days

Checking Accommodations

1 Go to [Hatter Access Instructor Portal](#). (We highly recommend bookmarking this link!)

2 Agree to the FERPA Confidentiality Statement by clicking “Continue to View Student Accommodations”

3 You will be taken to a page that lists all students in your course(s) that have requested accommodations, as shown below. Clicking “View” next to a student’s name will show their Accommodation Letter (also, sent in an official email from ASC office) and list their accommodations for your course.

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status
View	PDF	X001	TEST	123	321	Sean O'Malley	Read
View	PDF	0011	SOBA	001	01	John B Stetson	Read

*Student names in image are sample students in sample courses.



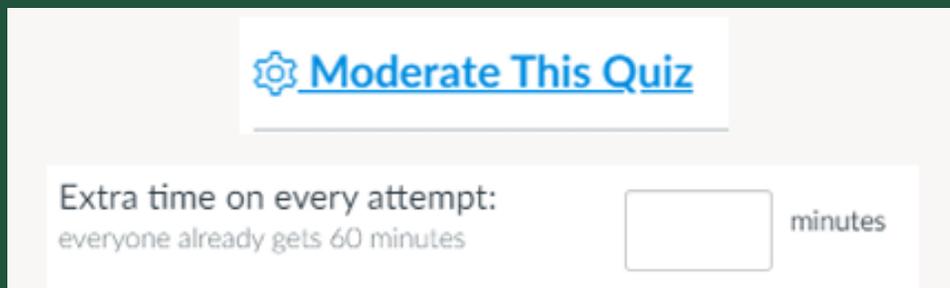


Adding Accommodations to Canvas

1

After the quiz is published, click the “Moderate this Quiz” link on the top right, find the row with the student who needs extra time, click the pencil icon on the far right, and set the extra time.

See: [Once I publish a timed quiz, how can I give my students extra time?](#)



2

Back on the quiz page, to edit the quiz start/end time, scroll to the bottom, click the Add button, enter the student’s name, and give that student their own due date, available from date and extended Until Date.

See: [How do I assign a quiz to an individual student?](#)

Please use the [Hatter Access Instructor Portal](#) to check students’ test times and specific accommodations.

After clicking “Continue to View Student Accommodations”, use the Alternative Testing tab to the left to see all testing accommodations.

FAQs



One of my students says they have accommodations but I have not received an Accommodation letter from the ASC.

Please contact the ASC. Students registered with the ASC must request their Accommodation Letter each semester. Instructors will receive an official email from the ASC once a student requests their accommodations.



I have received an Accommodation Letter but the student has not signed up for an exam in the testing center. What should I do?

It is the student's responsibility to schedule with the testing center. Faculty are welcome to remind the student to schedule an exam, but are not required to. Students that do not schedule with the testing center 5-7 business days in advance, may not be approved to test with the ASC.



How do I know if any of my students have accommodations?

All accommodations can be found using the Hatter Access Instructor Portal. **[Check out the guide on viewing accommodations.](#)** If a student requested their Accommodation Letter, the Instructor will receive an official email from the ASC.



How do I upload exam files to the testing center?

Exam files can be uploaded directly to the testing center requests. **[Check out the guide on uploading exams here.](#)**



How do I add extra time accommodations on Canvas exams?

Two steps must be completed to add extra time to Canvas exams. **[Check out the guide on adding extra time here.](#)**

Our Team

June Gwartney

Director of Accessibility Services

Email: jgwartney@stetson.edu

Phone: 386.822.7351

Office Location: Dupont-Ball Library 213

George Naranjo

Coordinator of Accessibility & Student Success

Email: gnaranjo@stetson.edu

Phone: 386.822.7317

Office Location: Dupont-Ball Library 208