

MyBMAC: Alternative Testing Module

Faculty Guide

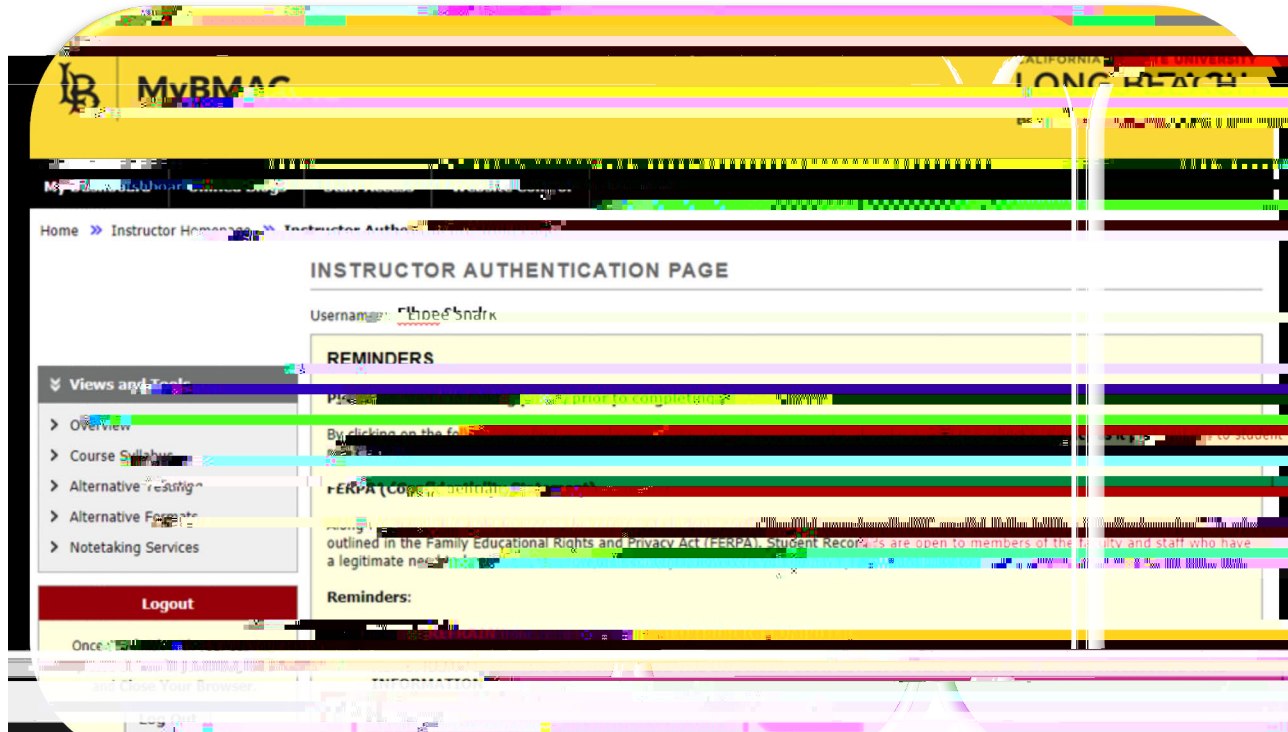


Contents

I. 3

1. Instructor Authentication Page

- a. The **Instructor Authentication Page** will display every time you log in to MyBMAC. Please review the information, then click the **Continue to View Student Accommodations** button.



2. Under **Views and Tools** on the left-hand sidebar, click **Alternative Testing**.

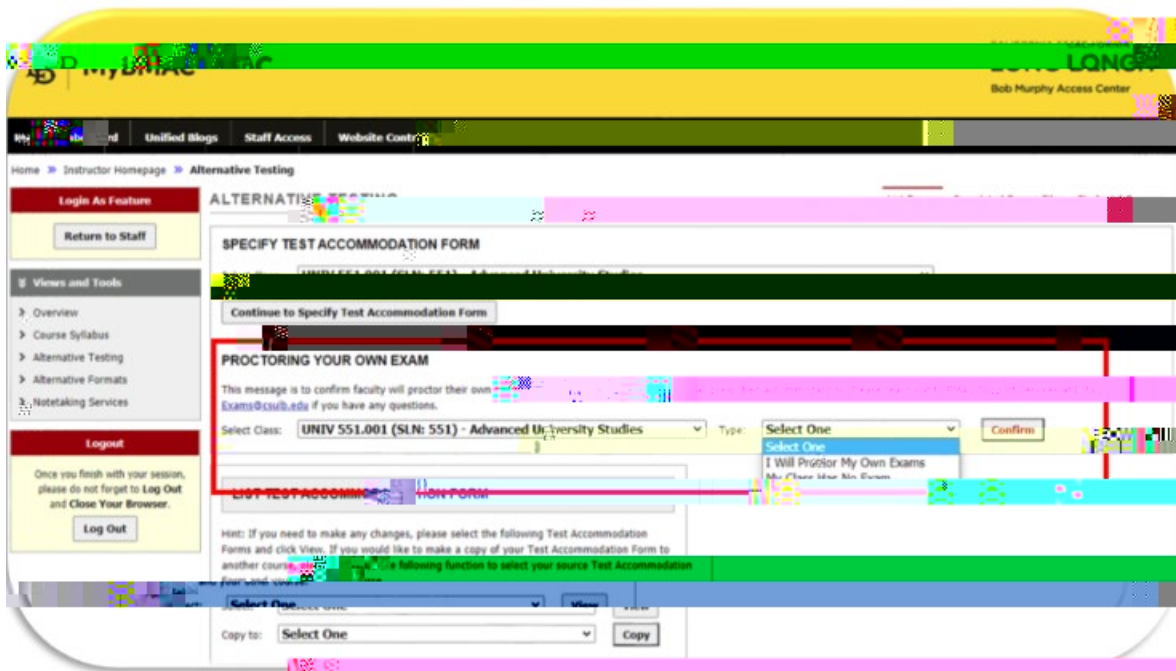


3. Specify Your Proctoring Parameters

Under the **Proctoring Your Own Exam** section, select the appropriate class from the **Select Class** drop-down menu.

- If you will proctor your BMAC student in your classroom or department office, select **I Will Proctor My Own Exams** from the **Type** drop-down menu
- If your class has no exams, select **My Class Has No Exam** from the **Type** drop-down menu.
- If your BMAC student will test with the BMAC office, choose **Select One** from the **Type** drop-down menu.

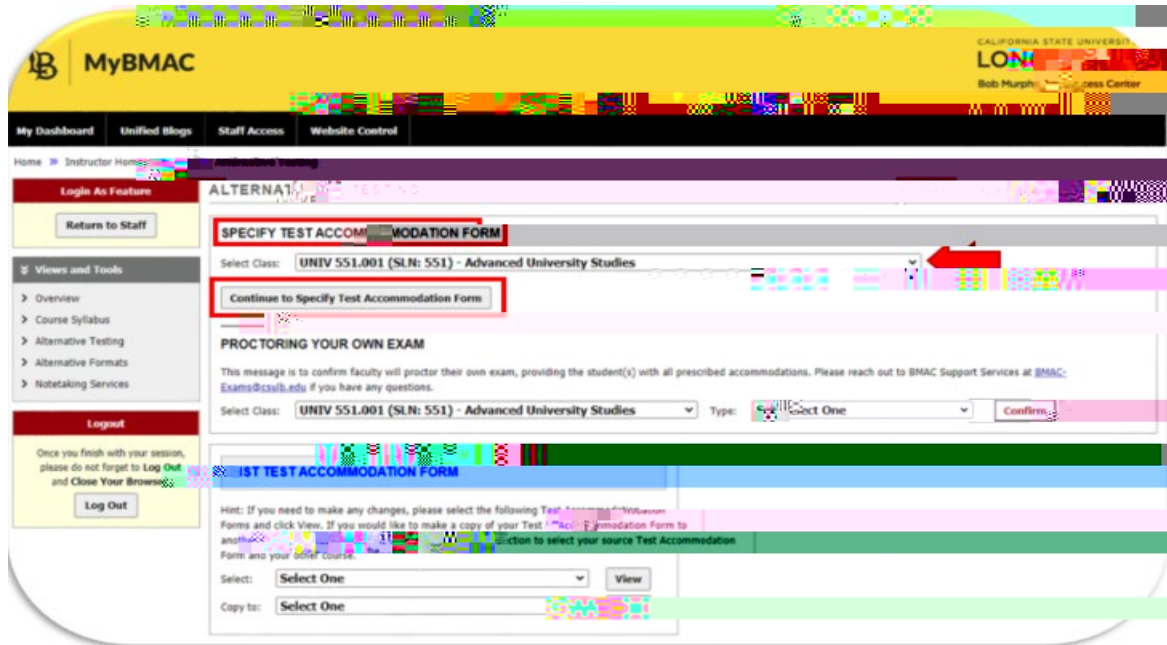
After you have made the appropriate proctoring selection, click the **Confirm** button.



4. Specify Your Test Accommodation (TA) Form

Select the class in which you wish to complete a **Test Accommodation (TA) form** from the **Specify Test Accommodation Form** drop-down menu.

After you have selected the appropriate class, click the **Continue to Specify Test Accommodation Form** button.



Review the TA form **Description** and **Instructions** before completing the TA form.



e.

- i. Please indicate the standard duration without extended time of each assessment type.
NOTE: If you do not indicate the time for final exam, BMAC will assume that the standard duration is 2 hours (120 minutes)
- j. If applicable, please use the Additional Note field to provide additional contact details/preferences.
 - i. Note: if you are not sure about the standard duration for the final exam, you can also indicate in this field that you will update us once time comes.

The screenshot shows a web form for test accommodations. The 'Exam Type(s)' section contains a table with columns for 'Exam Type' and 'Minutes'. The 'Additional Information' field is a text area below the table. A red box highlights the 'Submit Test Accommodation Form' button at the bottom of the form.

Exam Type	Minutes
Final	Minutes
Quiz	Minutes

j. Additional Information

[Submit Test Accommodation Form](#)

Please review the information you provided, then click the **Submit Test Accommodation Form** button.

II. Modifying and Copying TA Forms

If you need to complete TA forms for other courses and would like to apply the same parameters with a TA form you have previously completed:

1. From the **Select** drop-down field, select the course from the drop-down for which you have already completed a testing agreement
2. Using the **Copy to** drop-down field, select the course to which you wish to have the existing TA form copied, and then click the **Copy** button.

If you wish to modify an existing TA form:

3. Select the course from the **Select** drop-down field for which you have already completed a testing agreement, and click the **View** button.

LIST TEST ACCOMMODATION FORM

Hint: If you need to make any changes, please select the following Test Accommodation Forms and click View. If you would like to make a copy of your Test Accommodation Form to another course, please use the following fields: select your source Test Accommodation Form and your other course.

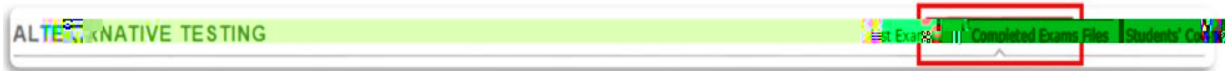
Select:

Copy to:

III. Viewing Alternative Testing Requests and Uploading Exams to MyBMAC

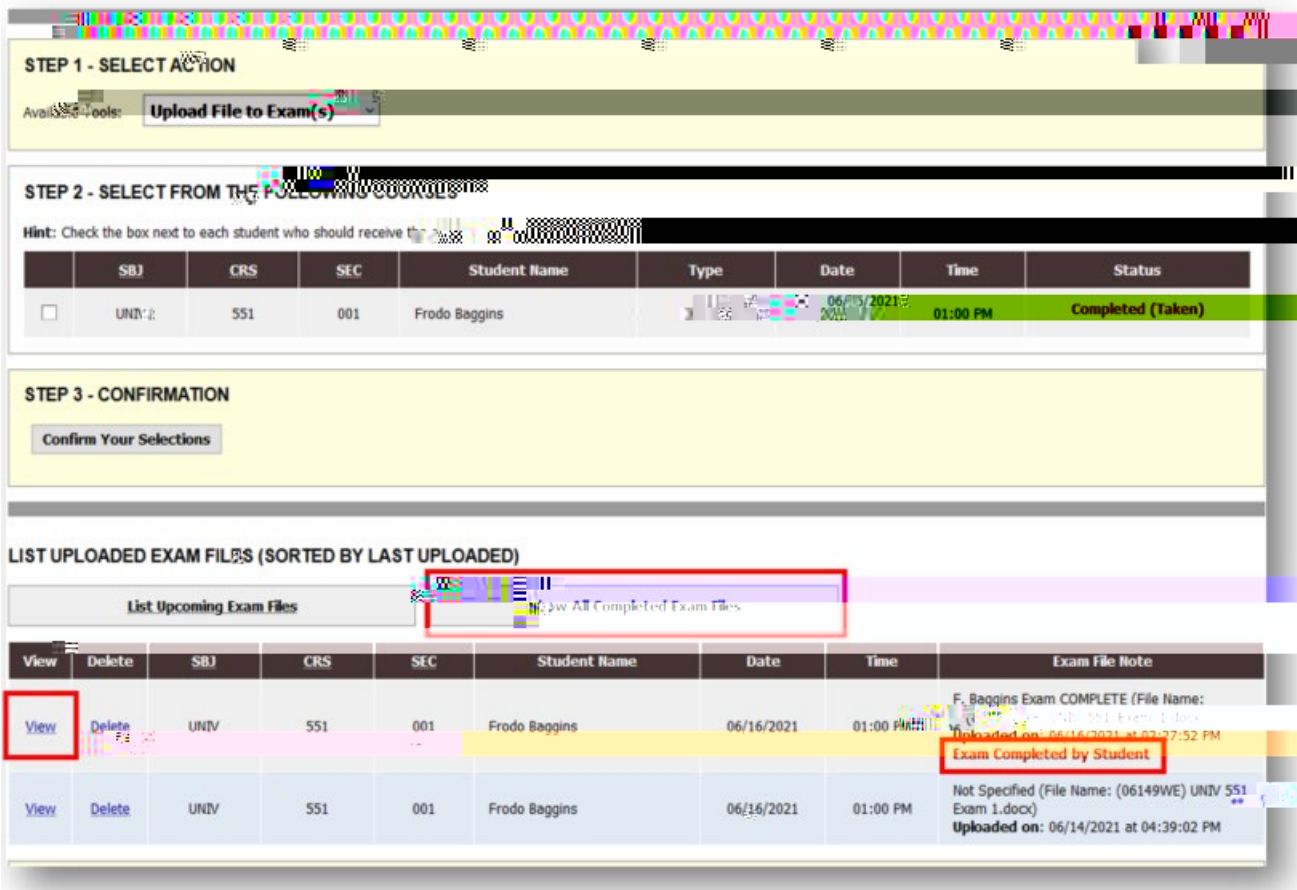
IV. Retrieving Completed Exams Using MyBMAC

1. On the **Alternative Testing** page of your Instructor Portal, click on the **Completed Exams Files** tab. You will be directed to a new area on the page.



2. Click **Show All Completed Exam Files**.

*(Note: At a quick glance, all exams that have been completed by students display as **Exam Completed by Student**)*

A multi-step interface for uploading and managing exam files. It includes three steps: "STEP 1 - SELECT ACTION" with an "Upload File to Exam(s)" button; "STEP 2 - SELECT FROM THE FOLLOWING COURSES" with a table of courses and a "Hint" to check boxes for students; and "STEP 3 - CONFIRMATION" with a "Confirm Your Selections" button. Below these steps is a section titled "LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)" which contains a table of exam files and a button to "Show All Completed Exam Files".

SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
UNIV	551	001	Frodo Baggins		06/16/2021	01:00 PM	Completed (Taken)

View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	UNIV	551	001	Frodo Baggins	06/16/2021	01:00 PM	F. Baggins Exam COMPLETE (File Name: ...) Exam Completed by Student
View	Delete	UNIV	551	001	Frodo Baggins	06/16/2021	01:00 PM	Not Specified (File Name: (06149WE) UNIV 551 Exam 1.docx) Uploaded on: 06/14/2021 at 04:39:02 PM

3. To select the completed exam you wish to view and download, click **View**. (Refer to figure above).

4. You will be emailed a **Verification Code**. This code will expire 20 minutes after it is sent. B.Y