MyBMAC: Alternative Testing Module

Faculty Guide



Contents

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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.

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

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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.

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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.

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

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	using BMAC's limited remote proctoring series versa.	
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- 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.

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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.

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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.

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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**)

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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

