Alternative Testing Agreement

The Alternative Testing Agreement is for use by Instructors to notify the Access Center of proctoring instructions for accommodated exams in each of their courses for which there is an eligible student.

If it has been determined that an eligible student will take exams at the Access Center Proctoring Office, please complete the Alternative Testing Agreement. Only after it is completed will the student be allowed to submit exam requests through the Student Portal.

You will only need to submit one Alternate Testing Agreement per course section for which there is an eligible student. If there are several eligible students in the same course section being proctored by the Access Center, the Alternative Testing Agreement will be applied to the exams for those students.

1. To get started, please click on the first link in your notification letter.

2. After clicking the link, you will be redirected to WSU’s Single Sign-On (SSO) page. Please log in with your Network ID.
3. Next, please read the “Faculty/Staff Instruction” section and complete the Alternative Testing Agreement.

4. When complete, click on the submit button. If successful, you will see a green circle with a checkmark.

If you have any questions, please contact our Proctoring Office at access.testing@wsu.edu or at 509-335-8079