Alternative Testing Contract

Go to Olympic.accessiblelearning.com/unlv/instructor and Log in using your ACE username and password.

Click the “Continue to View Student Accommodations” button.

Click “Alternative Testing” from the “Views and Tools” Menu.
Select a class from the drop down menu.

Click the “Specify Alternative Testing Contract” button.

Note:

Only click the “I will Proctor My Own Exams” box if you plan to proctor exams within your department without DRC Testing Support.

Fill out the entire contract (not fully shown) paying special attention to each of the fields. You will be asked about formats, materials, scheduling exceptions, and how exams will be delivered to and returned from the DRC Testing department.
At the bottom of the contract, please indicate how many minutes are regularly allowed for each type of exam. The student’s extended time accommodations will be added to the time you list here.

Enter your phone number.

Click the “Submit Alternative Testing Contract”

Note: If you experience difficulty logging in, contact the DRC via email at rebelaccess@unlv.edu