

Faculty Steps for Confirming & Uploading DSPS Tests

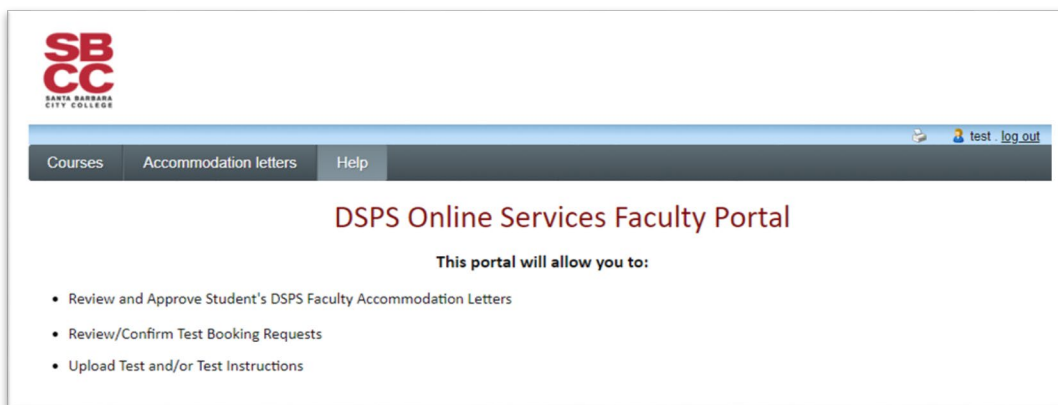
1. Accessing the DSPS Faculty Online Services Portal

Your 'DSPS Faculty Online Services Portal' is accessible via Pipeline 24/7. You have been asked to use this portal because your student/s would like to take their test in the DSPS Test Center. You will also receive an automated email 5 days before the test date reported by your student/s; this email will include a direct link to your DSPS Faculty Online Service Portal.

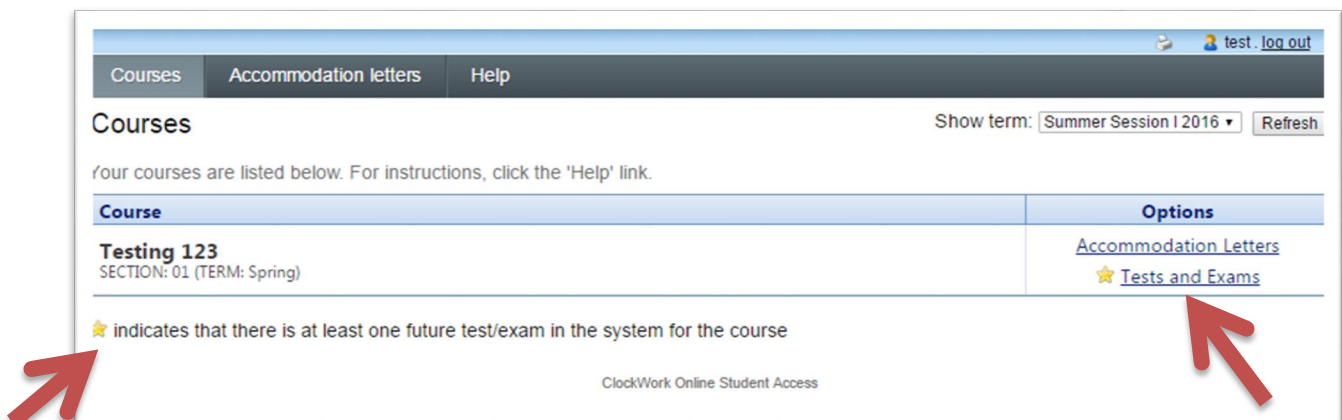
Directions:

1. Log-in to Pipeline
2. Click on the **'Faculty'** tab
3. Select **'Class Management'**
4. Select **'DSPS Faculty Online Services Portal'**

The portal looks like this:



5. Select the **'Courses'** tab. The Courses page will list all of the courses you are teaching during the selected term. Each course has two options: 'Accommodation Letters' and 'Tests and Exams'. There will be a yellow star next to the **'Tests and Exams'** option once there is at least one test request ready for your review and confirmation. To begin the test confirmation process, click the **'Tests and Exams'** link for the course at hand.







2. Steps to 'Confirm/Edit' a Test Request

Upon clicking 'Tests and Exams,' a list of requested test dates will populate for the selected course. Students who request the same test date, before the booking deadline are grouped together.

Note: Students who book past the deadline will be listed separately. You will receive an e-mail notification identifying those students. If there are multiple date entries for the same test, you will need to edit each one separately. It is up to your discretion if you wish to accommodate students who book late.

Click the '**Confirm/Edit**' link to review and confirm an *upcoming* test information. Test request for dates that have passed will no longer be editable online. DSPS encourages Faculty to confirm test booking requests as early as possible for student's peace of mind. Students receive an automated email when you complete this step.

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	August 5 Friday (2016)	10:30 AM (120 minutes) <small>Last modified: 2016-07-26</small>	No		 Confirm/Edit
Final exam	August 4 Thursday (2016)	9:30 AM (60 minutes) <small>Last modified: 2016-08-01</small>	No		 Confirm/Edit
Final exam	August 1 Monday (2016)	1:00 PM (180 minutes) <small>Last modified: 2016-07-26</small>	No		Passed cutoff - please call or email
Test	July 29 Friday (2016)	9:15 AM (60 minutes) <small>Last modified: 2016-07-21</small>	 Yes	 Review file	Passed cutoff - please call or email

- 1. Test Details.** Enter the start/end time and test duration for the regular class test. (Extended time will automatically be applied to the length of time you provide)
 - a. Click 'Next'
- 2. Students.** Review & Acknowledge each student's booking request (start time)
 - a. If you do not want to confirm a particular student requested time, contact DSPS, and proceed with confirming the other booking requests.
 - b. Click 'Next'
- 3. Test Information.**
 - a. Indicate your Test Delivery/Return preferences. Specify all applicable authorized testing materials, resources and/or special instructions for the DSPS Proctor.
 - b. Click 'Next'
- 4. Submit Changes.**
 - a. Carefully review the information you provided
 - b. Securely upload your test electronically (this can be done later if you do not have the test ready, but no later than midnight prior to the test date)
 - c. Click 'Submit changes'

3. Uploading a Test Electronically

On Step 4: Submit Changes, under 'File Upload,' you may securely upload your test in the portal **any time before midnight prior to the test date**.

Click the **'Select'** button to browse for the test file on your computer. You must click on **'Submit Changes'** to save each file individually. A list of **'Previously uploaded tests,'** is displayed to the right of the screen for your reference.

Electronically delivered exams will be printed by select DSPS Staff (non-student) every morning, before the test center opens. The exams will be delivered back to you in a sealed envelope.

File upload

If you choose not to upload a digital copy of the test here, please hand deliver a paper copy of the test and required test materials to the main DSPS office in SS 160. All test materials need to be delivered at least 1 hour before the student's testing time. Please **DO NOT** e-mail any test materials to DSPS or DSPS employees.

Select test/exam file to submit:

Previously uploaded tests:
No records to display.

Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

INSTRUCTIONS TO UPLOAD MULTIPLE FILES:

You may upload multiple files, but each one needs to be done one at a time. After submitting the first file, select **'Back to test listing,'** and then click **'Review File'** to go back to the upload screen, then upload another file. Repeat as needed.

Courses | **Accommodation letters** | **Help**

Test / Exam submission complete

Thank you for submitting your test / exam

Tests and exams:

Type	Date of test	Class test time	Previously Submitted	Action
Test	July 5 Wednesday (2017)	9:00 AM (60 minutes) <i>Last modified: 2017-03-08</i>	Yes <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Review file <input type="checkbox"/> Confirm/Edit

Other Delivery Methods:

IMPORTANT NOTE: All test proctoring instructions must be submitted ONLINE, regardless of how you plan to submit a copy of your test.

To hand deliver a printed copy of the test:

- If you miss the deadline to submit your test, arrange to hand deliver a printed copy to the main DSPS office (SS 160) at least one (1) hour before the student's test appointment.
- Proctoring instructions must be submitted online, through this portal, regardless of chosen delivery method.
- Please do not mail or email exams to DSPS or DSPS Staff. Email is not a secure delivery method.

Our main office is located in the Student Services building, room SS 160. Our hours of operation vary throughout the year. Please visit the [DSPS Website](http://www.sbcc.edu/dsps/) for updated hours (<http://www.sbcc.edu/dsps/>).

To request consideration for permanent alternate delivery methods:

If you are a faculty member with an extenuating circumstance/reason that prevents you from delivering your test materials electronically, please complete the attached form to submit your request for consideration of an alternate delivery method.