



UNIVERSITY OF MISSISSIPPI
STUDENT DISABILITY SERVICES

Tutorial
How to Complete the Testing Agreement
Instructor/Faculty

Step 1: Visit the SDS website, and select the “Rebel Access” button.

THE UNIVERSITY OF MISSISSIPPI Search UM

Student Disability Services

Home About Us Current Students Parents Faculty SDS Testing Center Resources FAQs



Welcome!

UNIVERSITY OF MISSISSIPPI
STUDENT DISABILITY SERVICES

**APPLY FOR SERVICES**

**REBEL ACCESS**

FOR ASSISTANCE:

- ✉ sds@olemiss.edu
- ☎ 662-915-7128
- ☎ 662-638-0379 (VP)
- ☎ 662-915-5972 (Fax)
- 📍 234 Martindale (Click for Map)

OFFICE HOURS:
Monday-Friday 8am to 5pm

Messages may be left on the office's voice mail system when the office is closed.

VISION: Student Disability Services embraces an educational community that celebrates and values the uniqueness and diversity of each student.

MISSION: In the spirit of equity, and in collaboration with the larger campus community, Student Disability Services leads the university in its commitments to recognize disability as a valued aspect of diversity, to embrace access as a matter of social justice, and to design more welcoming and inclusive environments.

CORE VALUES: As a department, and as individuals, we are committed to following the below Core Values as the foundation of our philosophical and decision-making processes:

- We recognize disability as a dimension of human variation and consider it to be an interaction between the person and the artificially-created barriers to physical, educational, economic, social, and policy environments.
- We support university standards and integrity by valuing high expectations for all students, including those with disabilities.

[Policies](#)

[Forms](#)

[Student Privacy and Confidentiality](#)

[Documentation Guidelines](#)

[Accommodation Information](#)

[Disability Specific Information](#)

[Accessible Format and Assistive Technology](#)

Step 2: On the Rebel Access Portal page, select the “Rebel Access Instructor” button.

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Student Disability Services

Home | About Us | Current Students | Parents | Faculty | SDS Testing Center | Diversity and Inclusion

Rebel Access Portal

Please click one of the buttons below to sign in to your respective Rebel Access Portal. Below the buttons is a section for tutorials to help guide you in learning how to use the Rebel Access Portals.

Student Portal

REBEL ACCESS
Students

Instructor Portal

REBEL ACCESS
Instructor

Notetaker Portal

REBEL ACCESS
Notetaker

Interpreting Portal

REBEL ACCESS
Interpreting

Rebel Access Tutorials

- [Rebel Access Student Tutorials](#)
- [Rebel Access Faculty/Instructor Tutorials](#)
- [Rebel Access Notetaker Tutorials](#)

MAIN OFFICE – MARTINDALE:
✉ sds@olemiss.edu
☎ 662-915-7128
☎ 662-638-0379 (VP)
☎ 662-915-5972 (Fax)
📍 234 Martindale (Click for Map)

SDS TESTING CENTER – KINARD:
✉ sdstesting@olemiss.edu
☎ 662-915-2514
📍 366 Kinard Hall (Click for Map)

UM Commitment to Access & Inclusion

- SDS Policies
- Documentation Guidelines
- Accommodation Information
- SDS Appeal Process

Step 3: Sign in to Rebel Access using your Web ID information.

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WebID Authentication Required

WebID:

Password:

[Password Help](#)

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Step 4: On the “Instructor Authentication Page”, read the reminders, FERPA, and click “Continue to View Student Accommodations.”

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My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home >> Instructor Homepage >> Instructor Authentication Page

INSTRUCTOR AUTHENTICATION PAGE

Login As Feature

Return to Staff

Home

- > SDS's Main Website
- > Contact Us

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you have a responsibility to maintain confidentiality. For more information regarding FERPA guidelines at the University of Mississippi, please the full statement at:

<https://legal.olemiss.edu/legal-issues/family-educational-rights-and-privacy-act/>

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

Step 5: On the left hand side, under “Views and Tools”, click “Alternative Testing.”

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My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home >> Instructor Homepage >> Alternative Testing

ALTERNATIVE TESTING

Login As Feature

Return to Staff

Views and Tools

- > Overview
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

LIST ALTERNATIVE TESTING AGREEMENT

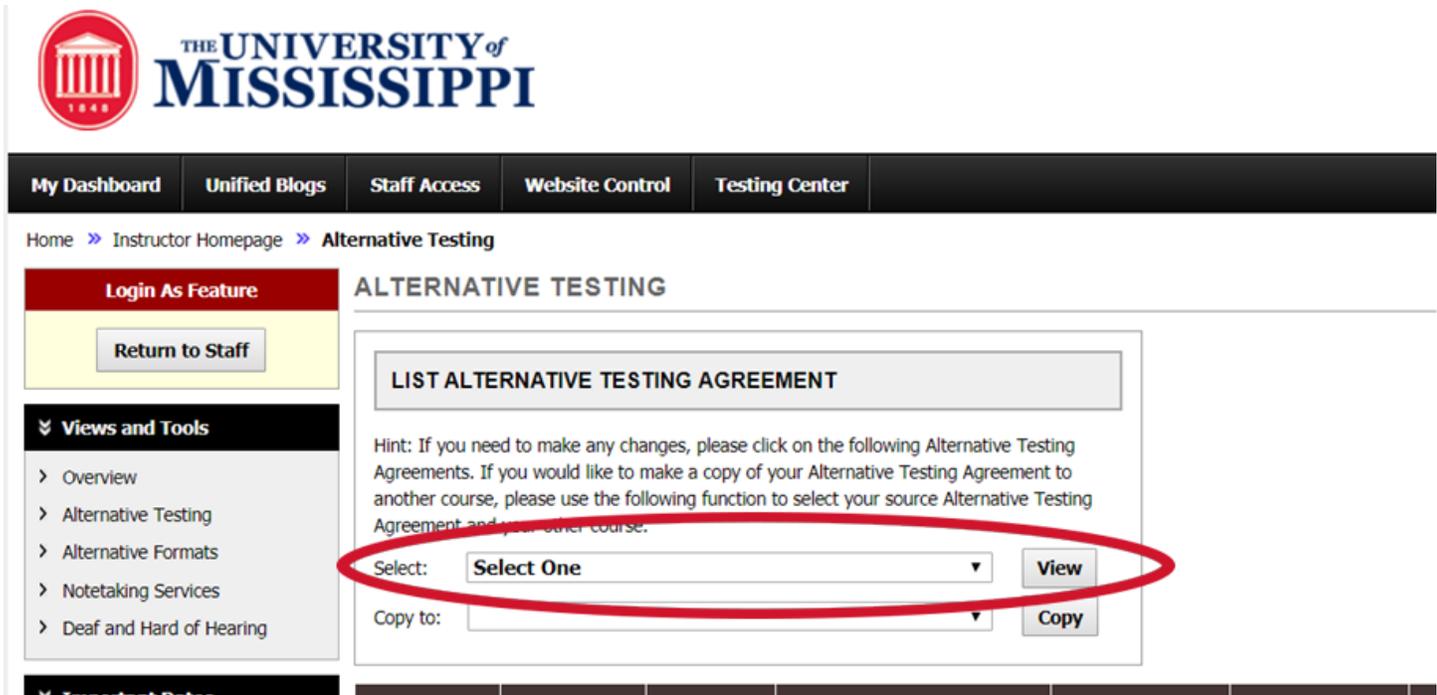
Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select: **Select One** ▼ **View**

Copy to: ▼ **Copy**

Step 6: Fill out the SDS Testing Agreement by selecting a specific course under “**List Alternative Testing Agreement**” and submit by clicking “**View.**”

NOTE: An agreement must be filled out for each class that will be utilizing the **SDS Testing Center**. If you are teaching multiple classes and/or multiple sections of a class with the same testing parameters, you can list each class with the section under “**Copy to:**” and click “**Copy**” before clicking “**View.**”



The screenshot displays the University of Mississippi's Testing Center interface. At the top left is the university logo. A navigation bar includes links for 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Testing Center'. Below this, a breadcrumb trail reads 'Home >> Instructor Homepage >> Alternative Testing'. The main content area is titled 'ALTERNATIVE TESTING' and contains a section for 'LIST ALTERNATIVE TESTING AGREEMENT'. A hint explains that users can copy agreements between courses. Two dropdown menus are visible: 'Select:' with 'Select One' chosen, and 'Copy to:'. A red oval highlights the 'Select:' dropdown and the 'View' button. A 'Return to Staff' button is located in the top left of the main content area. A sidebar on the left lists 'Views and Tools' such as 'Overview', 'Alternative Testing', 'Alternative Formats', 'Notetaking Services', and 'Deaf and Hard of Hearing'.

Step 7: Complete the questions under the following headings:

- “Alternative Testing Agreement”
- “Exam Type(s)”
- “Additional Information”

My Dashboard
Unified Blogs
Staff Access
Website Control
Testing Center

Home > Instructor Homepage > **Alternative Testing**

Login As Feature
[Return to Staff](#)

[List Exams](#)
[Students' Courses](#)

Class: ASL 202.Section 2 - Intermediate Asl Iv (CRN: 12298673)

Views and Tools

- > Overview
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

Important Dates

- > **August 20**
Classes Begin - Fall Semester
- > **September 03**
University Closed - Labor Day
- > **October 29**
Early Registration Begins

Logout
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
[Log Out](#)

Alternative Testing Agreement

1. **What is the format?**

Paper

iStudy

Distance Learning

Blackboard

Other (Specify Below)

Additional Note or Comment

2. **Are any of your exams password protected? If yes, please include the testing dates and password(s) below.***

No

Yes (Specify Below)

Additional Note or Comment

Other (Specify Below)

Additional Note or Comment

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final Minutes

Quiz Minutes

Test Minutes

Additional Information

Instructor Phone Number*:

Hint: Enter 10-digit number only (i.e. enter 9998888888 for 999 888 8888).

Additional Note:

[Update Alternative Testing Agreement](#)

Step 8: Then submit by clicking “**Update Alternative Testing Agreement**”.

NOTE: When inputting the time your students have to take each final, quiz, and test, **do not calculate the extended time**. The system will calculate that individually for each student according to their permissible extra time.

Additionally, **only** complete the time box for the types of tests you will give throughout the semester.

Take the exam anytime the same day

Take the exam 1 hour before/after the regular start time

Please contact me if there are schedule conflicts

Other (Specify Below)

Additional Note or Comment

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final Minutes

Quiz Minutes

Test Minutes

Additional Information

Instructor Phone Number*:

Hint: Enter 10-digit number only (i.e. enter 9998888888 for 999 888 8888).

Additional Note:

Update Alternative Testing Agreement

Step 9: You will receive a green check mark entitled “**SYSTEM UPDATE IS SUCCESSFUL.**”
You will also receive a confirmation email from the SDS Testing Center.

The screenshot shows the 'ALTERNATIVE TESTING' page. On the left is a navigation menu with sections: 'Login As Feature' (containing a 'Return to Staff' button), 'Views and Tools' (with sub-items: Overview, Alternative Testing, Alternative Formats, Notetaking Services, Deaf and Hard of Hearing), and 'Important Dates' (with sub-items: August 20 - Classes Begin - Fall Semester, September 03 - University Closed - Labor Day). The main content area has a header 'ALTERNATIVE TESTING' and a sub-header 'List Exams Students' Courses'. A green checkmark icon is circled in red, next to the text 'SYSTEM UPDATE IS SUCCESSFUL'. Below this, a message states 'System has successfully processed your request.' Below that is a section titled 'LIST ALTERNATIVE TESTING AGREEMENT' with a hint: 'Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.' There are two dropdown menus: 'Select:' with 'Select One' and 'Copy to:' with an empty field. There are 'View' and 'Copy' buttons next to each dropdown.

NOTE: Once submitted, changes can be made to the agreement throughout the semester as needed. **Please update your agreement if test dates change.**

Once you have completed and submitted the alternate testing agreement, your student(s) will be able to schedule tests through the Rebel Access Student Portal.

This concludes our tutorial on How to Complete the Testing Agreement Instructor/Faculty.

Questions or Problems? Contact SDS Testing Center!

Call: 662-915-2524

Email: sdstesting@olemiss.edu