

Exam Upload Instructions

1. Log in with your credentials.
2. Click “Continue to View Student Accommodations”

INSTRUCTOR PORTAL

Session Extender: ON

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

> Online Services Home

> Help

SIGN OUT >

HOME > INSTRUCTOR PORTAL

Username: siu850027122

ACCESS POLICY

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 I and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

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

Important Note:

- 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 >

3. Click “Alternative Testing” in the drop-down menu on the left.

OVERVIEW

Session Extender: ON

» OVERVIEW

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SIGN OUT >

Previous Term

Term: Summer 2025

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

Records Found: 1 (Showing: 1 - 1)

View	PDF	CRN	Subject	Course	Section	Student's Full Name
View	PDF	00011	AIM	100	01	Mickey *****

QUESTION?

OAA Staff
access@siu.edu
Office for Access & Accommodations
Student Health Services, Suite 220
Mail Code 4705
Southern Illinois University
374 E. Grand Ave
Carbondale, IL 62901
P: (618) 453-5738
F: (618) 453-5700
[Access & Accommodations Website](#)

4. Scroll to “Step 1” and check the box next to the exam entry you wish to upload the exam for.

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1) [Show Pe](#)

<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Proctor
<input checked="" type="checkbox"/>	Processing	Detail	00011	AIM	100	01	Mickey *****	Exam	06/24/2025	09:00 AM - 10:20 AM (80)		Not Assigned

STEP 2: SELECT AVAILABLE OPTIONS

Note: Required fields are marked with an asterisk (*).

5. Scroll to “Upcoming Exam File Upload”


STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1)

<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	La
<input type="checkbox"/>	Processing	Detail	00011	AIM	100	01	Mickey *****	Exam	06/24/2025	09:00 AM - 10:20 AM (80)	

STEP 2: SELECT AVAILABLE OPTIONS

Note: Required fields are marked with an asterisk (*).


 **SUBMISSION ERROR**
There was a problem processing your request. Please check the following fields:

- List of Exams:** Please select at least one item from the table above.
- Select File:** You are required to enter information or make a selection.


UPCOMING EXAM FILE UPLOAD

Please select **at least one exam** from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Select File *: 

No file chosen



6. Label the file and click “Choose File” to choose the document from your computer.
Click “Upload File”.

STEP 2: SELECT AVAILABLE OPTIONS

Note: Required fields are marked with an asterisk (*).



SUBMISSION ERROR

There was a problem processing your request. Please check the following fields:

- **List of Exams:** Please select at least one item from the table above.
- **Select File:** You are required to enter information or make a selection.

UPCOMING EXAM FILE UPLOAD

Please select **at least one exam** from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Exam 1

Select File * : ?

Choose File

Test-Exam 1.docx

UPLOAD FILE >

7. Make sure the exam submission has gone through by identifying this message at the top of your screen.

UPCOMING EXAMS

Session Extender: ON

» ALTERNATIVE TESTING » UPCOMING EXAMS

UPCOMING EXAMS

COMPLETED FILES

ALTERNATIVE TESTING AGREEMENT

LIST STUDENTS

ALL EXAMS

LOGIN AS INSTRUCTOR

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SIGN OUT >

SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

IMPORTANT MESSAGE

TYPICALLY NOT IN USE

ALTERNATIVE TESTING AGREEMENT

0

Courses without Alternative Testing Agreement

Total Courses with Alternative Testing Agreement: 1