

Alternative Testing

Instructor Quick Guide: Exam Instructions, Uploads, and Completed Exams

Quick reminder: Instructors should upload exams and submit exam instructions through the SAAS Instructor Portal so SAAS can properly proctor exams.

Submit Exam Instructions and Upload an Exam

#	Step
1	Log in to the SAAS Instructor Portal.
2	Select Alternative Testing from the dashboard.
3	Go to Upcoming Exams Scheduled and review the exam status.
4	If the status is Processing or Pending Changes, review the reason and contact SAAS Exams if needed.
5	Select the student(s) who will use the same exam instructions.
6	Scroll to Specify Exam Instructions, complete the form, and submit.
7	For one student only, select Specify Instructions by Student under the student's name, complete the form, and submit.
8	In the Upcoming Exams File, select Choose File and upload the exam.
9	Confirm that the uploaded file appears in the exam list.

Important: If you need to replace an exam file: select View File, choose Delete, confirm the deletion, and upload the corrected version.

Access Completed Exams

#	Step
1	Watch the email notifying you that the student completed the exam.
2	Within 24 business hours, watch for a second email confirming the completed exam was uploaded to the SAAS Portal.
3	Use the email link to log in to the SAAS Instructor Portal.
4	Review the FERPA confidentiality statement and select Continue.
5	Select Alternative Testing from the dashboard.
6	Select Completed Files in the upper-right corner.
7	Under Authenticate to Download Exams, select Send Code to Your Email.
8	Enter the verification code from your email and select Confirm.
9	Download exams individually or select up to 10 exams at a time for bulk download.

After downloading: Downloaded exams will appear in your computer or browser Downloads folder. SAAS retains a physical copy for 2 business days to ensure access.

Need help? Contact SAAS Exams if an exam cannot be approved, uploaded, accessed, or downloaded.

For more detailed guidance, please see screenshots below.

Instructor Portal Alternative Test Instructions (Breakdown)

We ask instructors to submit exam instructions and upload exams by logging into the [SAAS Instructor Portal](#).

From your dashboard, select **Alternative Testing**.

The screenshot shows the SAAS Instructor Portal dashboard. At the top is the Illinois State University logo and the text "ILLINOIS STATE UNIVERSITY Illinois' first public university". Below this is a navigation bar with "OVERVIEW" selected. A sidebar on the left contains a "HOME" button and a list of menu items: "Overview", "Alternative Formats", "Alternative Testing" (highlighted with a red arrow), "Communication Access", "Flex Plan", "Notetaking Services", and "Video Captioning". A "SIGN OUT" button is at the bottom of the sidebar. The main content area shows "Session Extender: ON" and "OVERVIEW". Below this is a "Previous Term" button and "Term: Summer 2026". A section titled "STUDENTS WHO REQUESTED ACCOMMODATIONS" includes a "REFINE SEARCH" button and a table of records. The table has columns for "View", "PDF", "CRN", "Subject", "Course", "Section", "Student's Full Name", "Status", "Request Date", and "Last Updated". One record is shown for "Reggie Demo 1" with a status of "Not Assigned".

Next, scroll down the page to **Upcoming Exams**.

The screenshot shows the "UPCOMING EXAMS SCHEDULED" section. It includes a "STEP 1: SELECT EXAMS (FOR BULK ACTIONS)" header. Below this is a table of exams. The table has columns for "Status", "Detail", "CRN", "Subject", "Course", "Section", "Full Name", "Type", "Exam Date", "Time Range", "Late", "Proctor", and "Requested On". Two exams are listed, both for "Reggie Demo 1" with a status of "Not Assigned". The first exam is "Approved" and the second is "Processing". Both exams are scheduled for 07/15/2026 from 08:00 AM to 09:15 AM (75 minutes).

Here, you can review each exam's status:

- **Approved** – indicates the exam is scheduled during class time or previously approved alternative time.
- **Processing** – indicates an error in scheduling; the instructor must review and contact SAAS to approve the request.
- **Pending Changes** – indicates when a student has made a change to their request; this requires no instructor follow-up.

Completing Exam Instructions

You can apply the same instructions to multiple students at once.

Select the students you'd like to include, then choose **Specify Exam Instructions**.

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 2 (Showing: 1 - 2)

Status	Detail	ID#	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Proctor	Requested On
Approved	Detail	9998	SAAS	101	001	Reggie Demo 1	Exam	07/15/2026	08:00 AM - 09:15 AM (75)	Not Assigned		07/08/2026
Processing	Detail	9998	SAAS	101	001	Reggie Demo 1	Exam	07/29/2026	08:00 AM - 09:15 AM (75)	Not Assigned		07/08/2026

STEP 2: SELECT AVAILABLE OPTIONS

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

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:

EXPORT SELECTED OR ALL UPCOMING EXAMS

EXPORT EXAM DATA >

SPECIFY EXAM INSTRUCTIONS

Please select at least one exam from the table above to specify exam instructions.

SPECIFY EXAM INSTRUCTIONS >

Enter your instructions and submit.

If you prefer to complete instructions for an individual student, select **Specify Instructions by Student** under their name.

Records Found: 2 (Showing: 1 - 2)

Status	ID#	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Proctor	Requested On
Approved	9998	SAAS	101	001	Reggie Demo 1	Exam	07/15/2026	08:00 AM - 09:15 AM (75)	Not Assigned		07/08/2026
Processing	9998	SAAS	101	001	Reggie Demo 1	Exam	07/29/2026	08:00 AM - 09:15 AM (75)	Not Assigned		07/08/2026

Enter your instructions and submit.

**SAAS will notify you if additional exam requests are submitted.

Uploading Exams

Select the students you'd like to upload an exam for.

In the **Upcoming Exams File** section, select **Choose File** and upload your exam.

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 2 (Showing: 1 - 2)

Status	Exam	Section	Course	Section	Full Name	Type	Exam Date	Time Range	Link	Proctor	Registered On
Approved	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student
Processing	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student	Open to instructors By Student

STEP 2: SELECT AVAILABLE OPTIONS

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

UPCOMING EXAM FILE UPLOAD

Please select at least one exam to use the table above. Any exams approved through this method will only apply to the selected courses.

How to Upload the Exam

Upload File*

Choose File No File chosen

Upload File

EXPORT SELECTED FOR ALL UPCOMING EXAMS

Export Exam Data

SPECIFY EXAM INSTRUCTIONS

Please select at least one exam to specify the instructions in specific exam instructions.

Specify Exam Instructions

Once uploaded, the file will appear in the exam list.

If you need to make changes, select **View File**, then **Delete**, and confirm. You can then upload the updated version.

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 2 (Showing: 1 - 2)

Status

Approved

View File

Test

Uploaded: 07/08/2025

Delete Exam File

Specify Instructions By Student

Processing

View File

Specify Instructions By Student

Submitting complete exam instructions helps SAAS proctor your exam accurately and maintain exam integrity.

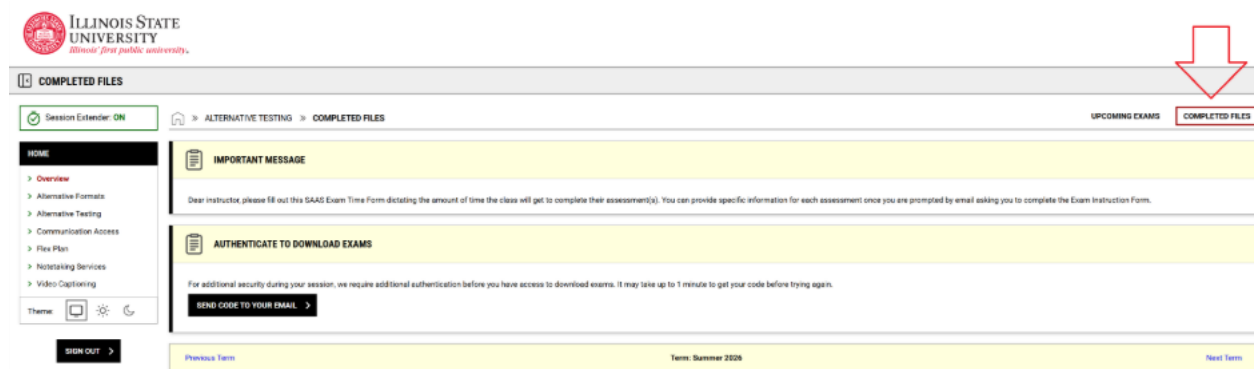
Accessing Completed Exams

When a student finishes an exam, you'll receive an email notification.

Within **24 business hours**, you'll receive a second email when the completed exam is available in the Instructor Portal.

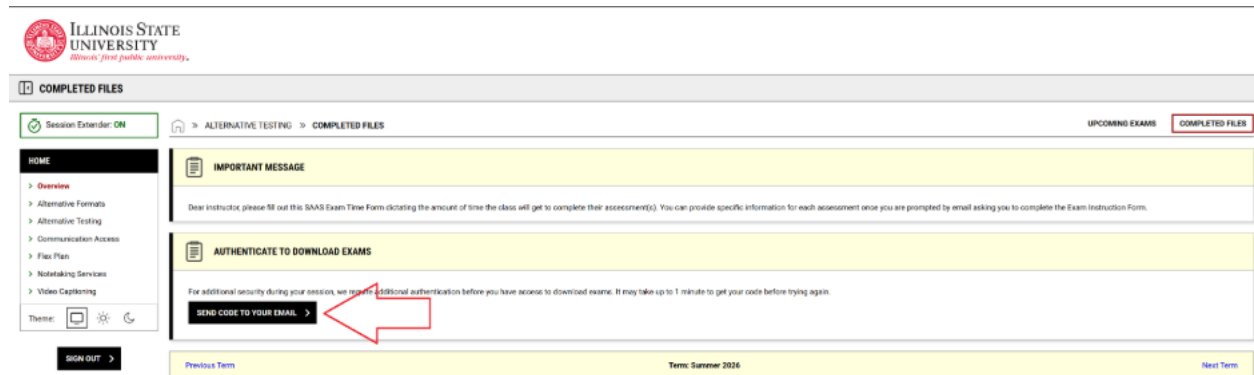
To access the exam:

- Select the link in the email and log into the **Instructor Portal**
- Review the FERPA statement and select **Continue**
- Go to **Alternative Testing**, then select **Completed Files**

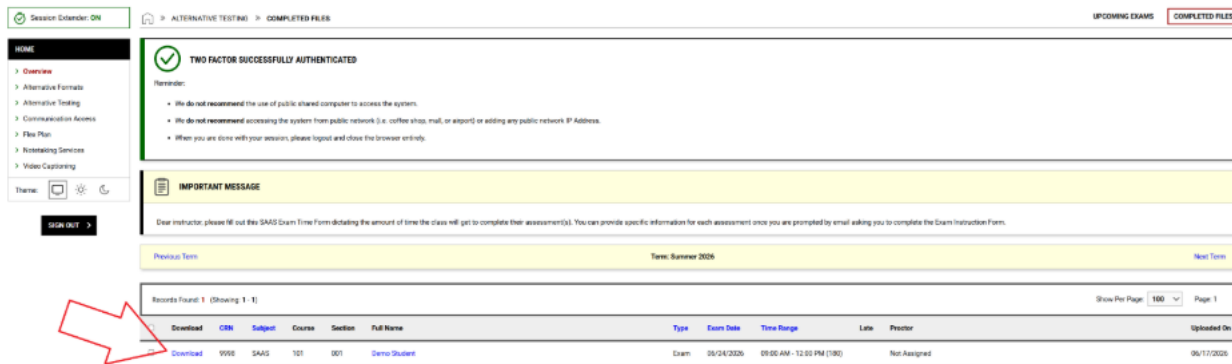


To download exams:

- Select **Send Code to Email** under authentication
- Enter the verification code and select **Confirm**



You may download up to **10 exams at once**, or download individual exams as needed.



The screenshot shows the SAAS Exams interface. At the top, there's a navigation bar with 'Session Extended: ON' and 'ALTERNATIVE TESTING > COMPLETED FILES'. On the right, there are tabs for 'UPCOMING EXAMS' and 'COMPLETED FILES'. The main content area has a sidebar on the left with links like 'HOME', 'Overview', 'Alternative Formats', 'Alternative Testing', 'Communication Access', 'File Plan', 'Restoring Services', and 'Video Captioning'. The main area displays a 'TWO FACTOR SUCCESSFULLY AUTHENTICATED' message, an 'IMPORTANT MESSAGE' about the SAAS Exam Time Form, and a table of exams. A red arrow points to the 'Download' button in the table.

Download	CEN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Rate	Proctor	Uploaded On
Download	9999	SAAS	101	001	Demo Student	Exam	08/24/2025	09:00 AM - 10:00 PM (180)	Not Assigned		08/17/2025

Files will save to your computer's downloads folder.

SAAS retains a physical copy of each exam for **2 business days** to ensure access.

If you experience any issues downloading your exam, please contact SAAS Exams.