STEP BY STEP GUIDE
FOR
COMPLETION OF THE
DSS TESTING SERVICES FORM
IN GUARDIAN

1. Click on this link: and the form should open – (If you are not authenticated and logged into ACES, the system will require you to do so) https://alamo.guardianconduct.com/incident-reporting/new?incident_type=DSS%20Testing%20Services

2. You will have to complete the information in the Background Information section of the form as follows:

- **Select Form:** DSS Testing Services
- **Submission Date (MM/DD/YYYY):** Dec 13, 2022
- **Submission Time:** 08:00 am
- **Have You Applied for Student Financial Aid (This Answer Does Not Impact Service):** None
- **Are You Submitting this Form for Yourself:** None

These items are required to be completed by the Guardian portal and this is not something that we have control over, so we apologize for the inconvenience.
3. The remainder of the form should be completed as follows:

DSS Testing Services Form Instructions

*Testing hours are 9:00am-4:30pm on Monday through Thursday (excluding holidays and campus closure days).
*Start times should be on the hour.
*Students that are permitted extended time must be able to complete the exam no later than 4:30pm when taking into account the extended time permitted.
*Tests may be scheduled as soon as possible but no less than ONE WEEK IN ADVANCE to ensure the student receives lawful accommodations, and testing implements and materials must be received by dSS Testing Lab no less than 24 hours prior to scheduled exam time.
*Tests not received in a timely manner, or not allowing appropriate extended time will need to be rescheduled.
*Completed exams will be attached to this request upon completion and returned to the instructor via this Guardian Portal.
*In the event a student does not report to dSS to take the exam, the dSS Testing Facilitator will annotate this request accordingly and return to the instructor.

<table>
<thead>
<tr>
<th>STUDENT ID</th>
<th>STUDENT EMAIL (ACES) (@student.alamo.edu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Student Banner number</td>
<td>enter Student email</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT FIRST NAME</th>
<th>STUDENT LAST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Student First name</td>
<td>Enter Student last name</td>
</tr>
<tr>
<td><strong>COURSE NUMBER AND SECTION</strong></td>
<td><strong>EXAM TITLE</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>Enter Course as follows: (ENGL-1301.001) - Please be sure to include the extension</td>
<td>Name of your exam - i.e. Chapter 3 Unit test, Final Exam, etc.</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>INSTRUCTOR NAME</strong></th>
<th><strong>INSTRUCTOR DEPARTMENT</strong></th>
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</thead>
<tbody>
<tr>
<td>Please enter your name</td>
<td>Please enter your department</td>
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</tbody>
</table>

<table>
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<tr>
<th><strong>INSTRUCTOR EMAIL</strong></th>
<th><strong>INSTRUCTOR TELEPHONE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please enter your email</td>
<td>Please enter your preferred contact phone number</td>
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<table>
<thead>
<tr>
<th><strong>EXAM FORMAT</strong></th>
<th></th>
<th><strong>DATE OF EXAM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Online/PDF/ Paper</td>
<td></td>
<td>MM / DD / YYYY</td>
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<thead>
<tr>
<th><strong>ONLINE EXAM HYPERLINK (IF APPLICABLE)</strong></th>
<th><strong>TIME OF EXAM</strong></th>
<th><strong>LENGTH OF TIME TO BE GIVEN TO STUDENT TO COMPLETE EXAM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>provide URL if online exam</td>
<td>1:00 pm</td>
<td>i.e. 2 hours</td>
</tr>
</tbody>
</table>


DID YOU RECEIVE A LOA FOR STUDENT

Yes

MATERIALS ALLOWED

- No Materials
- Computer
- Scratch Paper
- Notes
- Calculator
- Textbook
- Dictionary
- Word List
- Formula Sheet
- Other

OTHER MATERIAL

If choose other - please explain

CAN THE STUDENT WRITE ON THE EXAM

Yes

OTHER EXAM REQUIREMENTS

- Electronic Devices
- Calculator
- Required To Turn In Scrap Paper
- Other Exam Requirement
OTHER REQUIREMENT

If choose other, please explain

REMARKS

Please enter any info that you would like to communicate to dSS Staff

Type "N/A" if you have no other information to share. Add Additional Information You Would Like to Share

This field is required by the guardian portal - we apologize for any inconvenience. You may enter N/A in this field or enter any other information for dSS Staff

Continue Below
You do not need to complete this area

Person Involvement | Enter the information of the person(s) related to this form.

Select Status
- Student/Employee
- Organization

Student or Employee ID
You do not have to complete this area

Full Name (Required)
Enter Student or Employee ID to Search (e.g. 90000000)

Role
Choose the Role of the Person Related to the Form Request

Primary Phone Number
Enter Primary Phone Number (Include area code)

Alamo Colleges Email Address
Enter Alamo Colleges email address, if available or best email

Add another person related to the submission

Supporting Documentation

Please upload any supporting documentation (pictures, text messages, emails, etc.).

Click here Or drag & drop file here to upload
Supported file formats are JPEG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX

Submit

Click Submit to finish. DSS will receive the form in the Guardian Portal