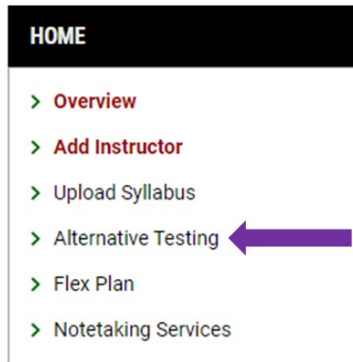
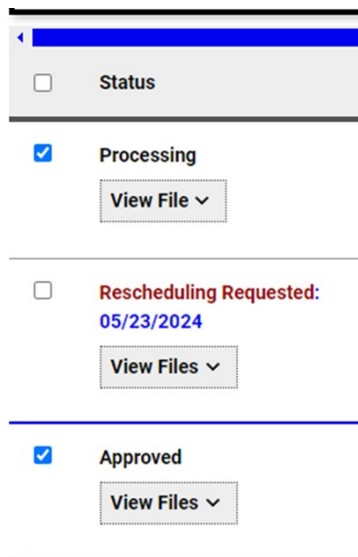


Uploading Exam Files to the ANU Faculty Portal

1. Sign in to the ANU Faculty Portal and click “Continue to View Student Accommodations” button.
 - The ANU Faculty Portal can be accessed from the [AccessibleNU homepage](#).
2. Click “Alternative Testing” in the “Home” box on the left side of the page.



3. Scroll to the “Upcoming Exams” section of the Alternative Testing” module.
4. Click the box to the left of each exam appointment for which you plan to upload an exam file.
 - If multiple students will use the same exam file, select multiple boxes to upload once for all relevant students.



5. Click the down arrow to open the “Upcoming Exam File Upload” box.
6. Add a “File Title” and “Select a File” from your computer, then click “Upload File.”
 - Include any specific printing instructions or relevant notes in the “File Title” for review by Testing Services Staff.
 - You may upload multiple files per exam by repeating steps 4-6.
 - If you make changes to your exam after uploading, you may upload a new file to the ANU Faculty Portal or email the corrected file to testing@northwestern.edu.

UPCOMING EXAM FILE UPLOAD ^

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

File Title *:

Midterm 1 - Please print double sided

Select File *:

Choose File Sample Test 1.docx

UPLOAD FILE > ←

7. You may view your uploaded files by clicking “View File” under each exam appointment.

Processing

View File ^

- Midterm 1

Uploaded: 06/07/2024

[Delete Exam File](#)

Exam files must be received at least 48 hours in advance of each exam appointment to ensure proctoring by Testing Services.

Please email testing@northwestern.edu for assistance or with any questions regarding Testing Services or the ANU Faculty Portal.