

Adding an Assessment to Ventus

Do you need to create an assessment that is delivered (paper based) or scheduled (online) by the Exams Office?

Assessment Type

Exams Office will...

Instructor or Admin will...



Add Assessment Delivered by Exams Office (Paper-based):

The Exams Office will schedule and administer all accommodated, in-person, paper-based assessments.



...take care of all accommodations incl. coordinating, printing, and proctoring.



...upload, or deliver the assessment to the Exams Office



Add Assessment Scheduled by Exams Office (Online):

The Exams Office will review the class schedule and accommodations for students and schedule the date and time for the assessment to take place.



... take care of scheduling the date and time of assessment



...add the accommodations to the assessment online

Self-Administered Online Assessment Process:



Do not add this assessment to Ventus



Instructor must inform students how their accommodations will be met.

*An assessment in Ventus refers to any quiz, test, or midterm occurring during the term.