Alternative Testing

Step 0: make sure that you have requested your accommodations

1. Log in to your MyAccess account and sign applicable E-Form agreements. Review forms carefully as policies or procedures may have changed. Contact your Access Advisor with any questions.
2. Select the "Alternative Testing" box for each course that has quizzes, exams, or finals.
3. Make sure to communicate with each instructor about your accommodations.

Step 1: Alternative Testing Agreements

Once you have requested Alternative Testing for a course, your instructor will need to fill out the Alternative Testing Agreement (ATA) before you will be able to schedule exams.

1. You can find your "To-Do List" under the heading "Important Messages" in the box directly below the "Overview" heading at the top of your Dashboard.
2. If your instructor has not yet completed the agreement, Your "To-Do List" in MyAccess will state: "Alternative Testing: Your instructor has not submitted an alternative testing agreement for this class. Please let your instructor know that the link to initiate an alternative testing agreement is inside the faculty notification letter sent by our office."
   a. If your instructor has not submitted an ATA within 1 week of your initial accommodation discussion, please inform your Access Advisor or the Testing Office.
3. Once your instructor has submitted the ATA, your "To-Do List" will state: "Alternative Testing: You have not scheduled any exams for this class."

Step 2: Scheduling an Exam

1. To schedule an exam, select "Alternative Testing" from the navigation bar on the left side of the page.
2. Choose a course from the drop-down menu and select "View Alternative Testing Detail". Be sure to do this prior to scheduling an exam.

Step 3: Review Alternative Testing Details

1. Selecting "View Alternative Testing Detail" will bring you to the ATA submitted by your instructor.
2. Here you will find information submitted by your instructor, such as dates and durations of exams and permitted resources.
3. Confirm that the information listed in the ATA is correct and email your instructor and the Testing office if you have any questions.
   a. Note: The Testing office staff cannot approve the use of additional resources or alternative start times without explicit instructor approval.

b. Be sure to review the question regarding alternative start times. If you are not able to schedule your exam at the time specified by your instructor, you are responsible for acquiring approval from your instructor for an alternate star time. Testing staff cannot approve alternate days or times without prior instructor approval. Step 4: Scheduling an Exam

1. Once you have reviewed the "Alternative Testing Details", return to the top of the page and select "Schedule an Exam".
2. Choose a "Request Type" from the first drop down box.
3. Select your campus.
4. Enter the date of the exam.
5. Enter the start time of the exam.
6. Select the accommodations that you would like to utilize for your exam by checking the boxes listed in "Services Requested".
7. Select "Add Exam Request" at the bottom of the page.

Step 5: Late Exams

1. If your exam request is submitted late, you will be brought to the Late Exam Notice page. This used to notify students that they have submitted an exam request with less than the required notice (5 business days for midterms and 10 business days for finals).
2. Review the information carefully and select the reason that your request is late from the "Reason" drop down menu, providing additional information in the "Additional Information" box (located directly below the dropdown) as needed.
3. Select the "I have read and understand the late exam request policy above" box.
4. Select the "Submit Late Exam Request" button at the bottom of the page.
5. Please review the procedures for your specific campus's Testing office for more information and the potential consequences of missing the request deadline.

Step 6: Modifying Exam Requests

1. You can review all scheduled exams by navigating to the Alternative Testing area of your MyAccess Student Dashboard.
2. If you need to change your exam request, select the exam you wish to change and choose the modify request option, located to the right of the exam date and time information.
   a. Keep in mind that changes to the day or time of your exam require instructor approval.

Frequently Asked Questions

1. My Class does not show up in the drop down menu, but my instructor says they submitted the ATA? What do I do?
   a. Contact your Testing office to let us know. We will reach out to faculty to determine next steps.
2. It's less than five days to the exam and my instructor hasn't submitted the ATA? What do I do?
   a. Please contact the Testing office if your exam is coming up. We will assist with getting the ATAfrom your instructor. Your exam request will not be considered late.

3. What if I Add/Drop a class?
    a. Dropped classes will automatically be cancelled in MyAccess. If you Add a class, you will need to request accommodations and schedule exams for this course, even if it is a different section of the same course.
4. What if I decide to take the exam in class?
    a. Call or email your Testing office to let them know you are cancelling your exam.