UNIVERSITY OF
NORTHERN COLORADO

Disability Support Services
Alternative Testing

Important Things to Remember

- Exam requests must be made 3 days in advance of the testing date
- Exams must be scheduled to overlap with class period time, unless prior approval has been given due to three classes in a row or other extenuating circumstances.

- Final exams must be scheduled 5 days in advance.

Scheduling an Exam

- Find Alternative Testing on Your Dashboard

Select the appropriate course and click schedule an exam

ALTERNATIVE TESTING

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. You can still request exams even if there is no alternative testing contract specified.

Select Class: OFFICE 123.321 - Bears, Beats, Battlestar Galactica (000046) ▼

[Schedule an Exam]   [View Alternative Testing Detail]

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

OFFICE 123.321 - Bears, Beats, Battlestar Galactica   **View Other Exams**

Exam - Monday, August 20, 2018 at 08:15 AM   Modify Request   **Cancel Request**

Status: **Processing**

Request Entered on Wednesday, August 15, 2018 at 12:43:01 PM

Confirm that you have selected the correct course and click "Continue to Schedule an Exam"

ALTERNATIVE TESTING

Class: **OFFICE 123.321 - Bears, Beats, Battlestar Galactica (000046)**

[Back to Class Selection]   [Continue to Schedule an Exam]

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

DisabilitySupport@unco.edu
970-351-2289

Fill out exam details and select all accommodations you will use on this exam. Click "Add Exam Request".

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MWF	08:00 AM	10:00 AM	**Not Specified**	Scranton Business Park

View All Upcoming Exam Requests

Exam Detail

Alternative Testing Contract Type: **Agreement for Exams in Your Class 7/13/18**

Request Type*: Select One ▾

View: Exam Schedule Availability

Date*: 8/22/2018

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time*: 8 AM ▾ 15 ▾

Services Requested*

☐ Allow student to take exams/quizzes on paper   ☑ Extra Time 1.50x

☑ Reduced distraction environment at DSS

Additional Note:

Add Exam Request   Back to Testing Requests Overview

DSS Online will notify you that the exam request was successful. You will also be able to schedule another exam from this page.

✅ **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

CLASS: OFFICE 123.321 - Bears, Beats, Battlestar Galactica (CRN: 000046)

⚠️ **TERMS AND CONDITIONS OF SCHEDULING EXAM**

Please read carefully the following terms and conditions of scheduling alternative testing in DSS:

- Any exam requests made after **05:00 PM** will be processed the next business day.

- Your alternative testing agreement allows you to request the following type of exam(s):

  View: Exam Schedule Availability

- Please fill out the following exam request. Please note that all exams should be scheduled at a time that overlaps with your regularly scheduled class time. All exam scheduling requests are will be reviewed by DSS staff and must be given authorization before you will be allowed to test.

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MWF	08:00 AM	10:00 AM	Not Specified	Scranton Business Park

📋➡ **View All Upcoming Exam Requests**

Exam Detail

Alternative Testing Contract Type: **Agreement for Exams in Your Class 7/13/18**

Request Type*:   Select One ▾

View: Exam Schedule Availability

Date*:   [_____]

You will be able to view all current exam requests under the Alternative Testing tab.
You will also be able to cancel or modify requests here.

DSS Online will automatically email your professors notifying them that you have scheduled an exam. It will provide a link for your professor to upload the exam and provide exam instructions (formerly known as the blue sheet).

*It is still a good idea to remind your professor that this notification should be in their email.

Alternative Testing Contract

- Your professors are required to fill out an alternative testing contract for their course. They will receive a link to this contract when your accommodation letter is emailed.

- There may be a time when you need to schedule an exam before your professor has completed the alternative testing contract for your course

- You will still be able to schedule your exam, however your professor will need to complete this contract before the exam can be administered.

This procedure looks almost identical.

Find Alternative Testing on Your Dashboard

Select the appropriate course and click "Schedule and Exam"

You will see a notification that there is no Alternative Testing Contract for your course.

Click "Continue to Schedule an Exam"

Fill out all information for your exam. Remember to select all accommodations you will use while testing. Click "Add Exam Request"

Exam Detail

Select Class*: OFFICE 123.321- Bears, Beats, Battlestar Galactica ▼

Request Type*: Exam ▼

View: Exam Schedule Availability

Date*: 8/20/2018
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time*: 8 AM ▼ 15 ▼

Services Requested*

☐ Allow student to take exams/quizzes on paper   ☑ Extra Time 1.50x

☑ Reduced distraction environment at DSS

Additional Note:

Add Exam Request   Back to Testing Requests Overview

DSS Online will notify you that your scheduling request has been sent. You will also be able to schedule another exam from this page.

Exam requests without Alternative Testing Contracts will appear under a red heading

At this point your professor will receive notification that you have scheduled the exam and an additional notification reminder to fill out the Alternative Testing Contract.

*It is a good idea to remind your professor that these items should be in their email.

Scheduling an Exam Late

Follow the previous procedures. Input the exam details and click "Add Exam Request"

You will receive a Late Exam Notice and be required to select a reason for the late request

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MWF	08:00 AM	10:00 AM	**Not Specified**	Scranton Business Park

⚠️ **LATE EXAM NOTICE - ACTION REQUIRED**

Please be aware that late exams require approval from the Testing Center.

Late Exam Request

● Reason*: [Select One ▼]

If you select **Other**, please specify the reason of late exam request below.

Additional Information: [   ]

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing contract)

● ☐ I have read and understand the late exam request policy above.

[Submit Late Exam Request]   [Back to Exam Detail or Modify Date]

The system will notify you that the request was successful.

*Please note that all late requests are subject to DSS staff and professor approval.

You will be able to view the status of this request under the Alternative Testing tab

ALTERNATIVE TESTING

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. You can still request exams even if there is no alternative testing contract specified.

Select Class: **Select One**   ▼

Schedule an Exam   **View Alternative Testing Detail**

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

OFFICE 123.321 - Bears, Beats, Battlestar Galactica   **View Other Exams**

Exam - Friday, August 17, 2018 at 08:15 AM   **Modify Request   Cancel Request**

Status: Processing

Late Request - Not Yet Approved

Request Entered on Wednesday, August 15, 2018 at 01:35:58 PM

Late Reason: Other

Questions?

If you have any questions please contact us at
- DisabilitySupport@unco.edu
- 970-351-2289