

Disability Support Services Alternative Testing

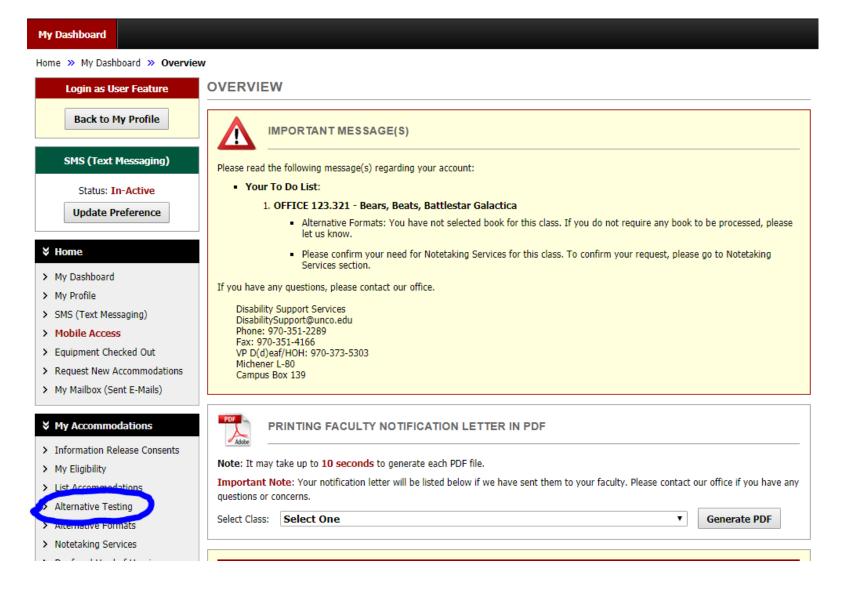
Important Things to Remember

- 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.

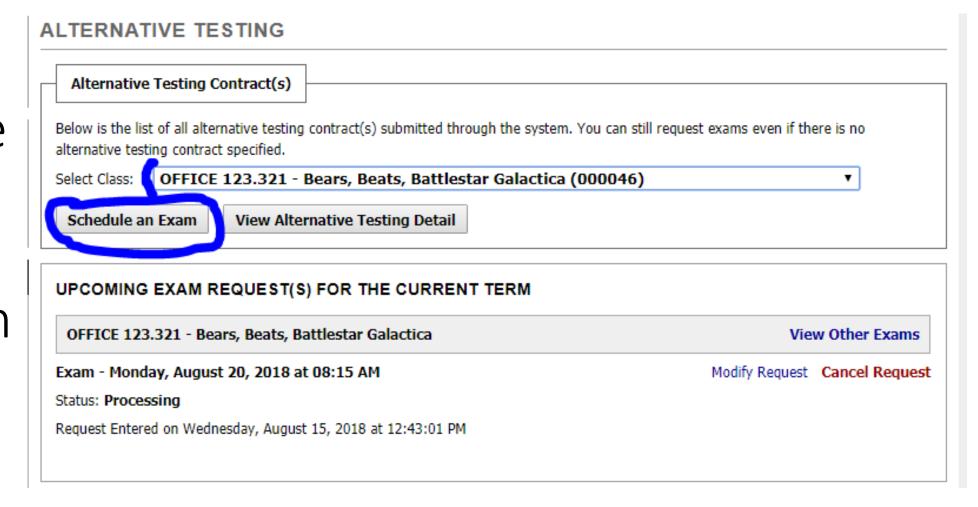
• Final exams must be scheduled 5 days in advance.

Scheduling an Exam

Find
 Alternative
 Testing on
 Your
 Dashboard



Select the appropriate course and click schedule an exam

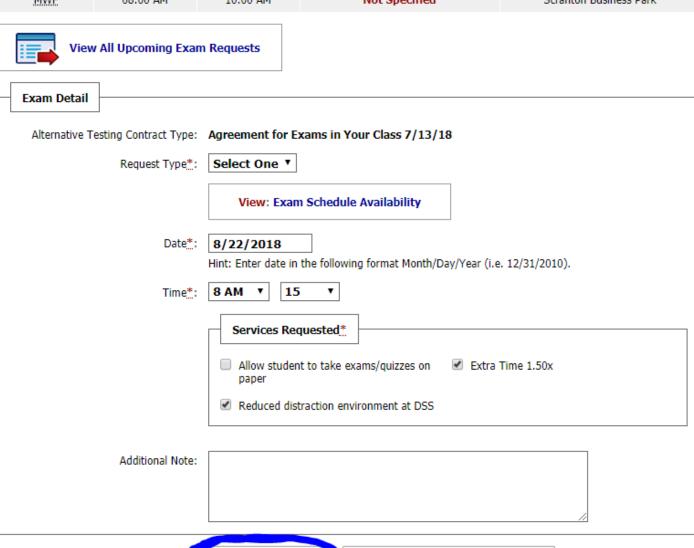


Confirm that you have selected the correct course and click "Continue to Schedule an Exam"

ALTERNATIVE TESTING Class: OFFICE 123.321 - Bears, Beats, Battlestar Galactica (000046) Continue to Schedule an Exam Back to Class Selection 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".

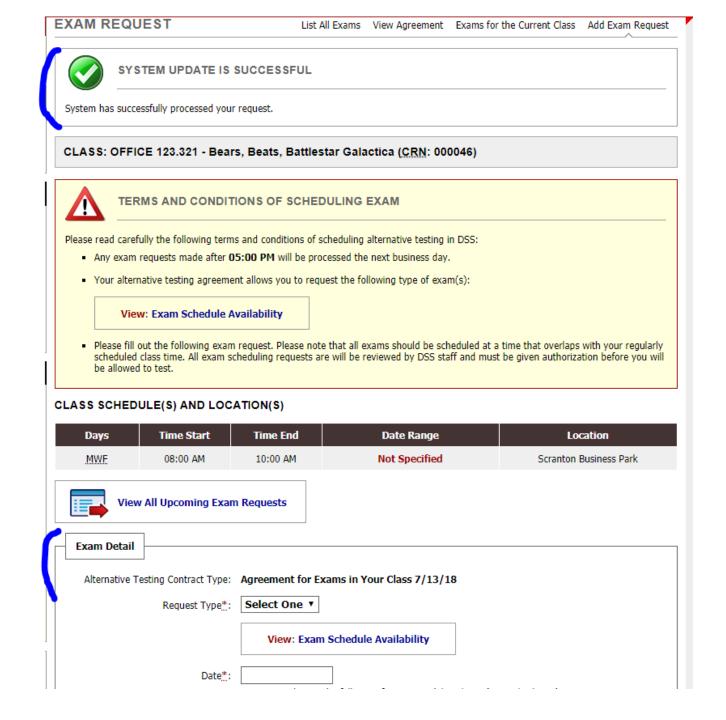
CLASS SCHEDULE(S) AND LOCATION(S) Days Time Start Time End Date Range Location MWF 08:00 AM 10:00 AM Not Specified Scranton Business Park



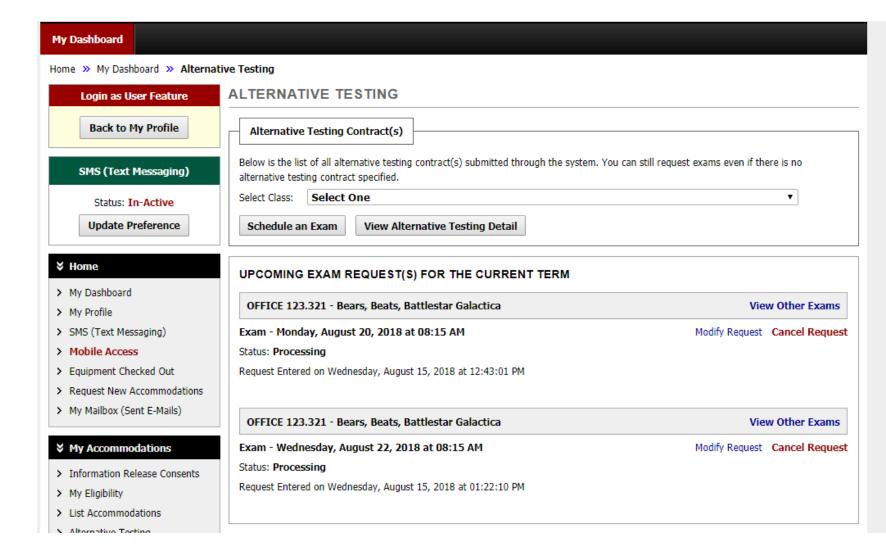
Add Exam Request

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.



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).

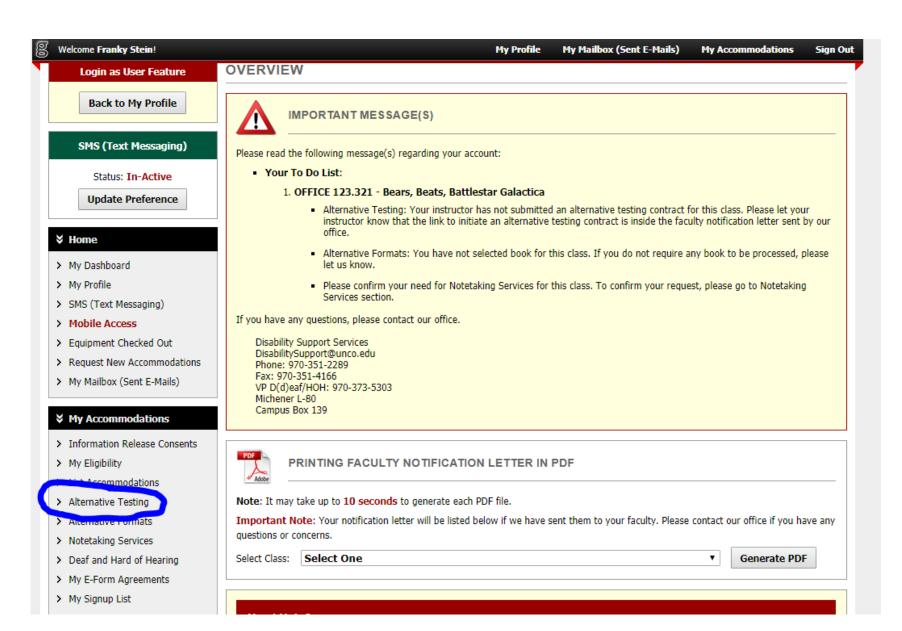
*It is still a good idea to remind your professor that this notification should be in their email.

Alternative Testing Contract

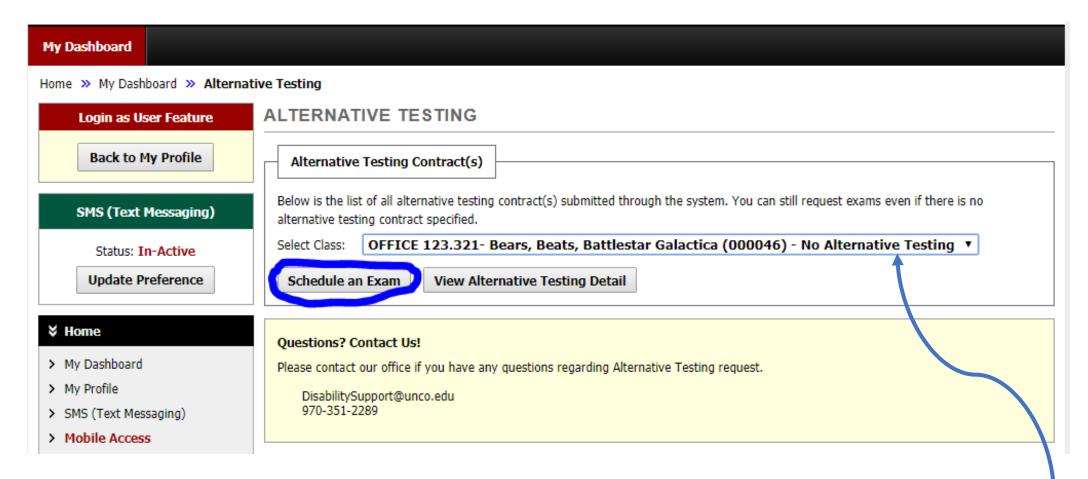
- Your professors are required to fill out an alternative testing contract for their course. They will receive a link to this contract when your accommodation letter is emailed.
- There may be a time when you need to schedule an exam before your professor has completed the alternative testing contract 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

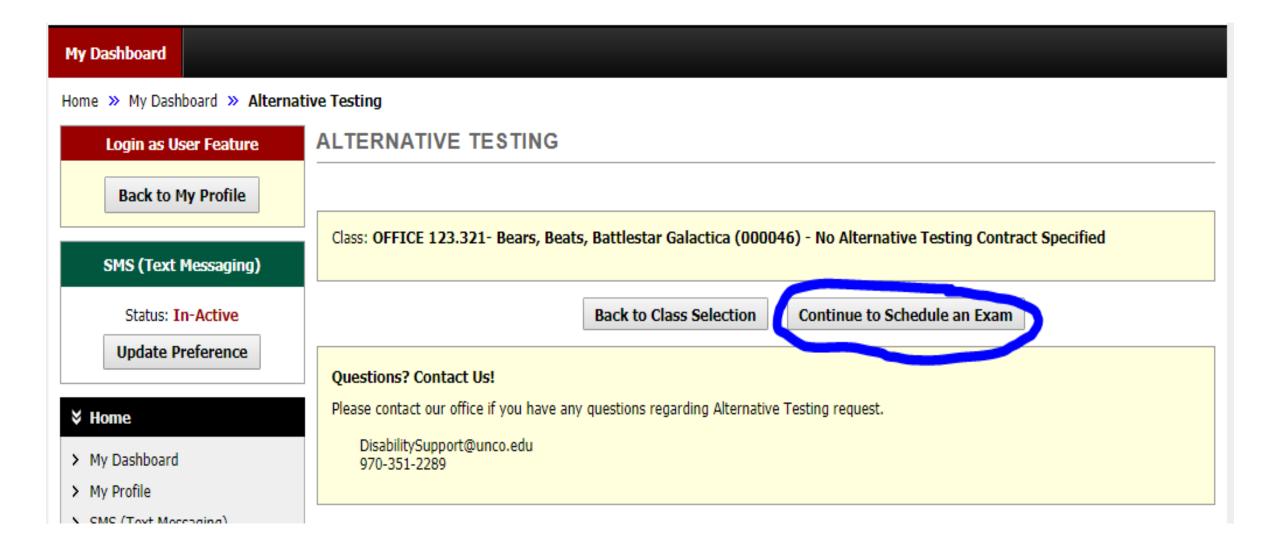


Select the appropriate course and click "Schedule and Exam"

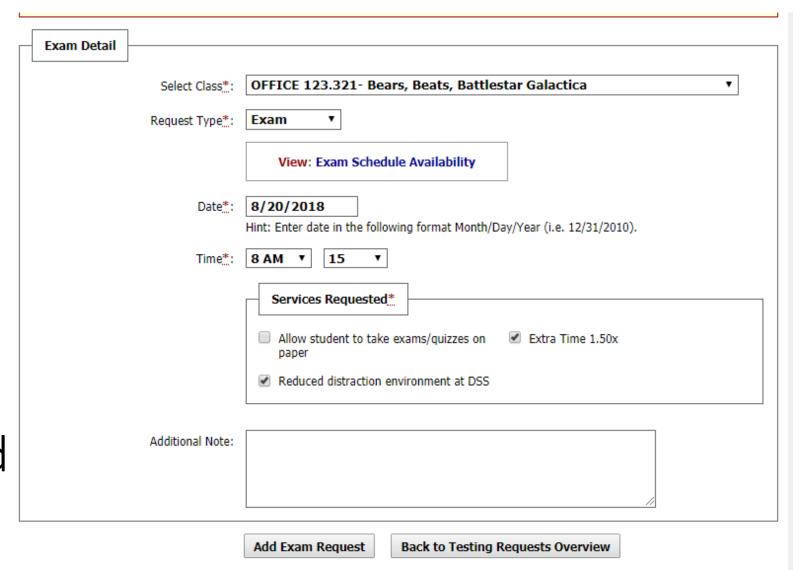


You will see a notification that there is no Alternative Testing Contract for your course.

Click "Continue to Schedule an Exam"

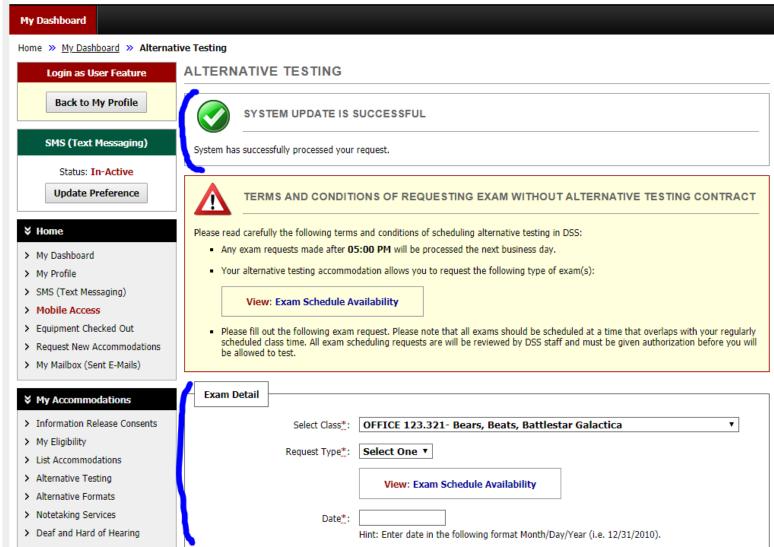


Fill out all information for your exam. Remember to select all accommodations you will use while testing. Click "Add Exam Request"

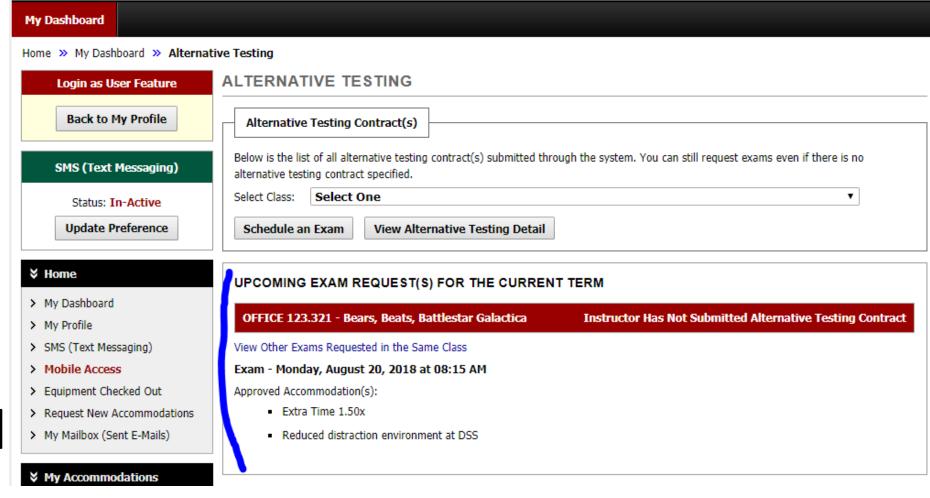


DSS Online will notify you that your scheduling request has been sent. You will also be able to schedule another exam from this page.





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

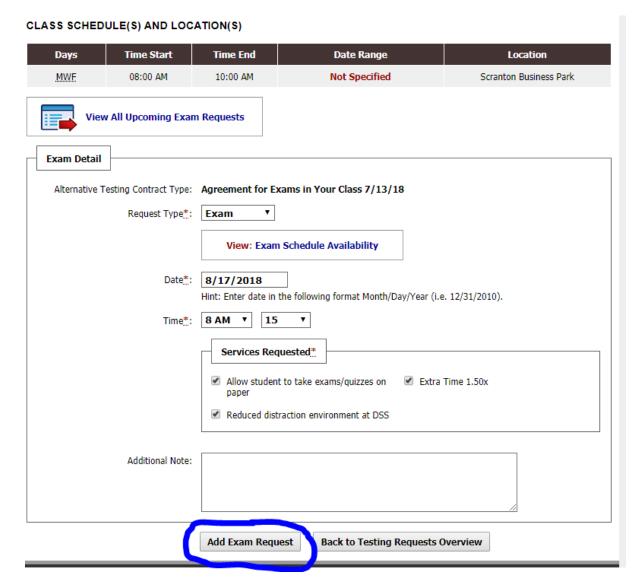


At this point your professor will receive notification that you have scheduled the exam and an additional notification reminder to fill out the Alternative Testing Contract.

*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"



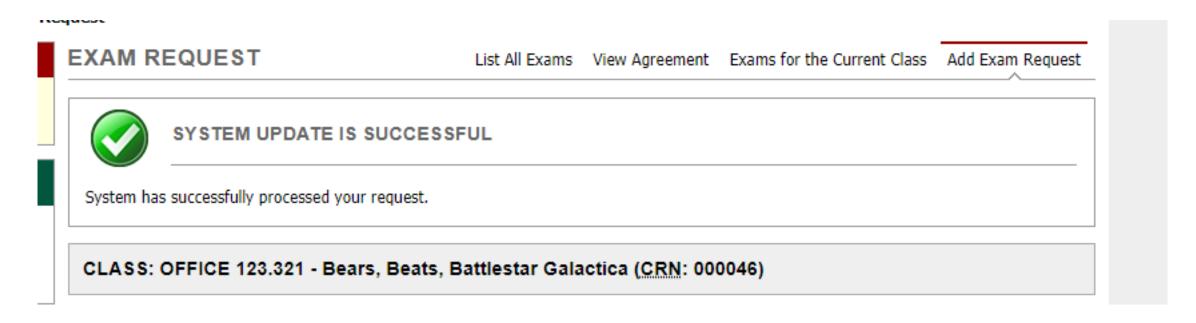
You will receive a Late Exam Notice and be required to select a reason for the late request

CLASS SCHEDULE(S) AND LOCATION(S) Time Start Time End **Date Range** Location Days 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 Select One Reason*: 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.

Back to Exam Detail or Modify Date

Submit Late Exam Request

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 One Select Class: Schedule an Exam View Alternative Testing Detail UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM View Other Fxams OFFICE 123.321 - Bears, Beats, Battlestar Galactica Modify Request Cancel Request Exam - Friday, August 17, 2018 at 08:15 AM 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