



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

The screenshot shows a web dashboard with a red header labeled "My Dashboard". Below the header is a breadcrumb trail: "Home >> My Dashboard >> Overview".

The left sidebar contains several sections:

- Login as User Feature**: A button labeled "Back to My Profile".
- SMS (Text Messaging)**: Status is "In-Active", with a button labeled "Update Preference".
- Home**: A list of links: "My Dashboard", "My Profile", "SMS (Text Messaging)", "Mobile Access", "Equipment Checked Out", "Request New Accommodations", and "My Mailbox (Sent E-Mails)".
- My Accommodations**: A list of links: "Information Release Consents", "My Eligibility", "List Accommodations", "Alternative Testing" (circled in blue), "Alternative Formats", and "Notetaking Services".

The main content area is titled "OVERVIEW" and features a yellow warning box with a red exclamation mark icon. The text inside the box reads:

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**
 1. **OFFICE 123.321 - Bears, Beats, Battlestar Galactica**
 - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
 - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.

If you have any questions, please contact our office.

Disability Support Services
DisabilitySupport@unco.edu
Phone: 970-351-2289
Fax: 970-351-4166
VP D(d)eaaf/HOH: 970-373-5303
Michener L-80
Campus Box 139

Below the warning box is a section titled "PRINTING FACULTY NOTIFICATION LETTER IN PDF" with a PDF icon. It includes a note: "Note: It may take up to 10 seconds to generate each PDF file." and an "Important Note": "Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns." At the bottom of this section is a dropdown menu labeled "Select Class:" with "Select One" selected, and a "Generate PDF" button.

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
MWE	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.

EXAM REQUEST [List All Exams](#) [View Agreement](#) [Exams for the Current Class](#) [Add Exam Request](#)

 **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*:

[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.

The screenshot shows a web application interface for 'Alternative Testing'. At the top left is a 'My Dashboard' header. Below it is a breadcrumb trail: 'Home >> My Dashboard >> Alternative Testing'. The main content area is titled 'ALTERNATIVE TESTING'. On the left side, there is a sidebar with several sections: 'Login as User Feature' with a 'Back to My Profile' button; 'SMS (Text Messaging)' with a status of 'In-Active' and an 'Update Preference' button; 'Home' with a list of navigation links including 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Mobile Access', 'Equipment Checked Out', 'Request New Accommodations', and 'My Mailbox (Sent E-Mails)'; and 'My Accommodations' with links for 'Information Release Consents', 'My Eligibility', 'List Accommodations', and 'Alternative Testing'. The main content area contains a section for 'Alternative Testing Contract(s)' with a text box, a description, a 'Select Class' dropdown menu set to 'Select One', and two buttons: 'Schedule an Exam' and 'View Alternative Testing Detail'. Below this is a section titled 'UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM' which lists two exam requests. Each request includes the office name 'OFFICE 123.321 - Bears, Beats, Battlestar Galactica', the exam date and time, the status 'Processing', and the request entry date. Each request also has a 'View Other Exams' link and 'Modify Request' and 'Cancel Request' buttons.

My Dashboard

Home >> My Dashboard >> **Alternative Testing**

ALTERNATIVE TESTING

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: **In-Active**

Update Preference

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > **Mobile Access**
- > Equipment Checked Out
- > Request New Accommodations
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > 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 - 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

OFFICE 123.321 - Bears, Beats, Battlestar Galactica [View Other Exams](#)

Exam - Wednesday, August 22, 2018 at 08:15 AM [Modify Request](#) [Cancel Request](#)

Status: **Processing**

Request Entered on Wednesday, August 15, 2018 at 01:22:10 PM

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

Welcome Franky Stein! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodations](#) [Sign Out](#)

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > **Mobile Access**
- > Equipment Checked Out
- > Request New Accommodations
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > My Accommodations
- > **Alternative Testing**
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements
- > My Signup List

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**
 1. **OFFICE 123.321 - Bears, Beats, Battlestar Galactica**
 - Alternative Testing: Your instructor has not submitted an alternative testing contract for this class. Please let your instructor know that the link to initiate an alternative testing contract is inside the faculty notification letter sent by our office.
 - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
 - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.

If you have any questions, please contact our office.

Disability Support Services
DisabilitySupport@unco.edu
Phone: 970-351-2289
Fax: 970-351-4166
VP D(d)eaf/HOH: 970-373-5303
Michener L-80
Campus Box 139

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: [Generate PDF](#)

Select the appropriate course and click “Schedule and Exam”

My Dashboard

Home >> My Dashboard >> Alternative Testing

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) - No Alternative Testing** ▾

Schedule an Exam View Alternative Testing Detail

Questions? Contact Us!

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

DisabilitySupport@unco.edu
970-351-2289

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > **Mobile Access**

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: **In-Active**

Update Preference

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

Click “Continue to Schedule an Exam”

My Dashboard

Home » My Dashboard » Alternative Testing

ALTERNATIVE TESTING

Class: OFFICE 123.321- Bears, Beats, Battlestar Galactica (000046) - No Alternative Testing Contract Specified

[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

Login as User Feature
[Back to My Profile](#)

SMS (Text Messaging)
Status: **In-Active**
[Update Preference](#)

Home
> My Dashboard
> My Profile
> SMS (Text Messaging)

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.

The screenshot displays the University of Northern Colorado's DSS Online interface. At the top, the university's logo and name are visible. The main navigation bar includes 'My Dashboard' and a breadcrumb trail: 'Home > My Dashboard > Alternative Testing'. The left sidebar contains several sections: 'Login as User Feature' with a 'Back to My Profile' button; 'SMS (Text Messaging)' with a status of 'In-Active' and an 'Update Preference' button; 'Home' with a list of links including 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Mobile Access', 'Equipment Checked Out', 'Request New Accommodations', and 'My Mailbox (Sent E-Mails)'; and 'My Accommodations' with links for 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Alternative Formats', 'Notetaking Services', and 'Deaf and Hard of Hearing'. The main content area is titled 'ALTERNATIVE TESTING' and features a green checkmark icon and the message 'SYSTEM UPDATE IS SUCCESSFUL' with the subtext 'System has successfully processed your request.' Below this is a yellow warning box with a red triangle icon and the title 'TERMS AND CONDITIONS OF REQUESTING EXAM WITHOUT ALTERNATIVE TESTING CONTRACT'. The text inside the warning box reads: '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 accommodation allows you to request the following type of exam(s):' followed by a 'View: Exam Schedule Availability' button. The bottom section, titled 'Exam Detail', contains a dropdown menu for 'Select Class' (currently showing 'OFFICE 123.321- Bears, Beats, Battlestar Galactica'), a 'Request Type' dropdown (showing 'Select One'), and a 'Date' input field with a hint: 'Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010)'. A 'View: Exam Schedule Availability' button is also present in this section.

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

My Dashboard

Home >> My Dashboard >> Alternative Testing

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

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:

[Schedule an Exam](#) [View Alternative Testing Detail](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

OFFICE 123.321 - Bears, Beats, Battlestar Galactica **Instructor Has Not Submitted Alternative Testing Contract**

[View Other Exams Requested in the Same Class](#)

Exam - Monday, August 20, 2018 at 08:15 AM

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced distraction environment at DSS

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > **Mobile Access**
- > Equipment Checked Out
- > Request New Accommodations
- > My Mailbox (Sent E-Mails)

My Accommodations

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”

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
.MWE	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*: **Exam** ▼

[View: Exam Schedule Availability](#)

Date*: **8/17/2018**
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](#)

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.

request

EXAM REQUEST [List All Exams](#) [View Agreement](#) [Exams for the Current Class](#) [Add Exam Request](#)

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

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

*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