

Alternative Testing: Creating a Testing Contract

Once your course has been approved by the DSO, proceed with creating an alternative testing contract. Follow the steps below to complete the process:

1. Meet with your instructor to fill out a testing contract together.
2. Log in to your DSO account at georgefox.edu/dso/aim.
3. Go to **Alternative Testing** in the **Navigation Sidebar**

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

ALTERNATIVE TESTING

Overview Submit Testing Contract

Getting Started

Submit Your Alternative Testing Contract

Questions? Contact Us!
Please contact our office if you have any questions regarding alternative testing request and contract.

Disability Services Office (DSO)
414 N. Meridian, Box #6197
Newberg, OR 97132
Email: dso@georgefox.edu
Website: <http://www.georgefox.edu/dso>
Phone: (503) 554 - 2314
Fax: (503) 554 - 2320

4. Click **Submit Testing Contract** in the upper right-hand corner of the screen. There are 4 steps to complete in this section:
 - a. Select your class from the drop-down menu. If your class is not listed, check that:
 - i. You have registered for the course and made sure alternative testing is part of the accommodations.
 - ii. Your accommodation request status, found under **List Accommodations**, is **Approved** (see screen shot below).
 - iii. A notification letter has been sent to your instructor (see screen shot below).
 - iv. You have never entered a contract for this class.
 - b. Select the contract type. Then click the button labeled **Step 3 - Continue to Fill Contract**.
 - c. Enter the alternative testing contract by answering all questions on the page and agree to the terms and conditions of requesting testing accommodations.
 - d. Click the **Submit Alternative Testing Contract** button to submit your contract; an email confirmation will be sent to you and the instructor.

Contact the Disability Services Office at:
georgefox.edu/dso dso@georgefox.edu 503-554-2316