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**

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