

## Alternative Testing: Scheduling Exams

1. Go to **Alternative Testing** in the navigation sidebar.
2. Select the class from the drop-down menu and click the **Schedule an Exam** button.

### TEST ACCOMMODATIONS

**Alternative Testing Contract(s)**

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: **Select One**


[Schedule an Exam](#) [View Test Accommodations Detail](#)

- a. Fill out the exam details and services requested and click the **Add Exam Request** button.

3. Go to **List All Exams** and verify your entries.

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

 SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

To modify or cancel an exam request, click the **Modify Request** or **Cancel Request** links by the exam date.

**UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS**

NOTH 999.9 - Test 8888 [View Other Exams](#)

Exam - Friday, October 21, 2011 at 12:00 PM

Status: **Contract Not Confirmed** [Modify Request](#) [Cancel Request](#)

Request Entered on Thursday, October 13, 2011 at 02:26:43 PM

4. A reminder will be sent to you two days prior to the scheduled exam.