**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.

   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.

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

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