

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 **Add Alternative Testing Exam** button.

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

ALTERNATIVE TESTING Overview Submit Testing Contract

SELECT A CLASS
You need to select a class before you can schedule an exam.

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.

Select Class: **N0TH 999.9 - Testing Accommodations to be provided by DSO**

Add Alternative Testing Exam View Alternative Testing Contract Detail Add Another Testing Contract

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

quest

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.

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.

UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS

N0TH 999.9 - Test 8888	View Other Exams
Exam - Friday, October 21, 2011 at 12:00 PM	Modify Request Cancel Request
Status: Contract Not Confirmed	
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.