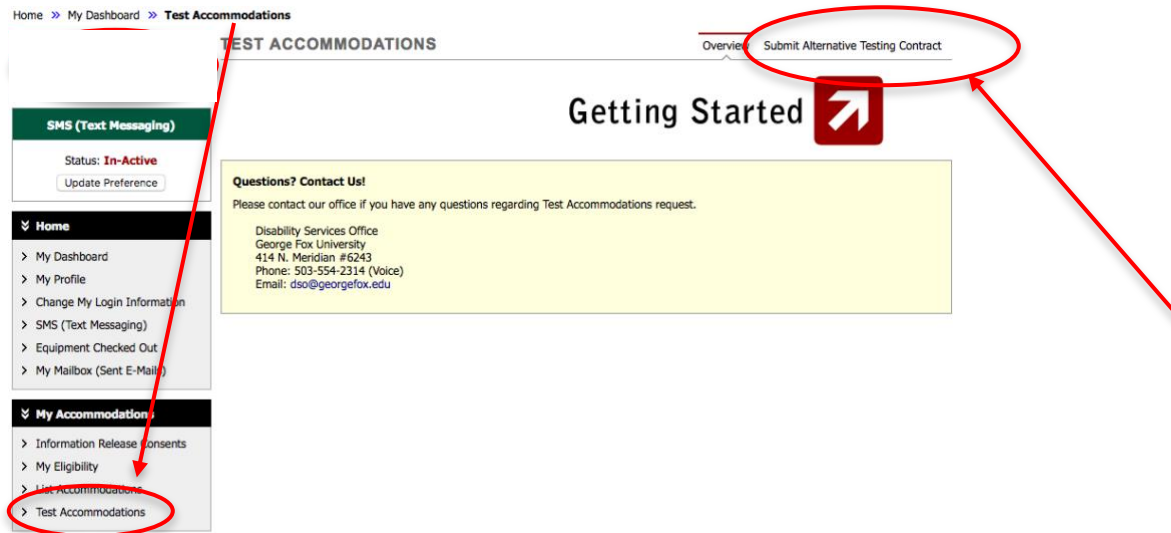


Alternative Testing: Creating a Testing Contract

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 **Test Accommodations** in the **Navigation Sidebar**



4. Click **Submit Alternative 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**.
 - iii. A notification letter has been sent to your instructor.
 - 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 503-554-2148