Test Sign-Up Instructions

To schedule an exam with the SDS office, you must first have been approved for an Alternative Testing accommodation. If you would like to request an accommodation, go to our webpage:

https://www.stmarys-ca.edu/academics/academic-resources-support/student-disability-services

And click on "SDS New Student Application"

If you have already received an Alternative Testing accommodation, follow the steps outlined below to schedule an exam. Please schedule your exams one week in advance using the SDS Online Site: http://yukon.accessiblelearning.com/StMarysCA/

1. Once you've logged in, click on 'Alternative Testing' underneath the 'My Accommodations' section.

2. On the Alternative Testing page, select the class for which you would like to schedule an exam from the drop down menu, and click "Schedule an Exam"

3. Fill in the exam type (e.g. Quiz, Exam, Midterm, or Final), the date and time of the exam, and what accommodations you would like to use.

- Note: You should schedule your exam at the same time as your class. If you have a conflict with another class due to extended testing time and are taking a test at an alternate time, put the adjusted start time in the "Time" field, and put the original time in the "Additional Note" field.
- All tests taken at alternate times must have faculty approval

4. If you signed up a week or more in advance, you will see a green checkmark that says "System Update is Successful". If you see this, then the process is complete and you have signed up to take your exam. You will receive a notification email once an SDS Staff member approves the exam.

5. If you signed up with less than a week in advance, you will be shown a Late Exam Request page. Select a reason from the drop down menu, check that you have read the policy, and click "Submit Late Exam Request." This will bring you to the screen above in Step 4, with a green check mark indicating that you have successfully signed up for a test. You will receive a notification email once an SDS staff member approves your exam.