

# 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.

The screenshot shows the 'My Dashboard' interface for a user named 'Daisy Duck'. The top navigation bar includes 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main content area is titled 'OVERVIEW' and contains a 'Need Help?' section with contact information for the Student Disability Services office. Below this is a 'LIST ACCOMMODATIONS FOR SPRING 2018' section with a search filter set to 'Search All' and a 'Refine Search' button. The current term is 'Spring 2018'. A table lists an accommodation: 'DEM 002.01 - Demo For Alt Testing Without Fac Contract (CRN: DEMO)' with 'Modify Request' and 'Cancel Request' links. The table also shows fields for Instructor(s), Days and Time(s), Date Range(s), and Location(s), all of which are 'Not Specified'. On the left sidebar, the 'My Accommodations' section is expanded, and 'Alternative Testing' is highlighted with a red box and a blue circle.

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”

Welcome Daisy Duck! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodations](#) [Sign Out](#)

**SAINT MARY'S COLLEGE of CALIFORNIA**

**My Dashboard**

Home » My Dashboard » **Alternative Testing**

**Login as User Feature**

[Back to My Profile](#)

**SMS (Text Messaging)**

Status: **In-Active**

[Update Preference](#)

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

**ALTERNATIVE TESTING**

**Testing Accommodation Form(s)**

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

Select Class: **AIM 101.001 - DEMO COURSE FOR TESTING MODULE (12345)**

[Schedule an Exam](#)

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

**AIM 101.001 - Demo Course For Testing Module** [View Other Exams](#)

**Exam - Wednesday, March 28, 2018 at 01:00 PM** [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: **TBD**

**Late Request**

Request Entered on Tuesday, March 27, 2018 at 01:10:12 PM

**Late Reason: Didn't know about required lead time**

**Questions? Contact Us!**

Please contact our office if you have any questions regarding Alternative Testing request.

Student Disability Services office located in FAH190 or can be reached by phone at (925) 631-4358.

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

The screenshot shows a web application interface for scheduling an exam. At the top, there is a navigation bar with links for "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". On the left, a sidebar contains a "Primary Coordinator" section with contact information and a "Logout" button. The main content area is titled "Exam Detail" and includes a "View All Upcoming Exam Requests" link. The form fields are as follows:

- Testing Accommodation Form Type:** Testing Accommodation Form
- Request Type:** Exam (indicated by a blue arrow pointing to the dropdown menu)
- Date:** 03/29/2018 (indicated by a blue arrow pointing to the date input field)
- Time:** 9 AM 00 (indicated by blue arrows pointing to the time dropdowns)
- Services Requested:** A section with checkboxes for "Extra Time 1.50x" (checked) and "Scribe or Typist" (unchecked). A blue arrow points to this section.
- Additional Note:** An empty text area.

Below the form, there is a "Term(s) and Condition(s)" section with a checkbox for the following statement: "Please note that all late exams are reviewed by the SDS office and need approval from your faculty member. There is no guarantee that a late request will be approved." At the bottom, there are two buttons: "Add Exam Request" and "Back to Testing Requests Overview".

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.

Welcome Daisy Duck! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodations](#) [Sign Out](#)

**SAINT MARY'S COLLEGE of CALIFORNIA**

**My Dashboard**

Home » My Dashboard » Exam Request

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

**SYSTEM UPDATE IS SUCCESSFUL**  
System has successfully processed your request.

**CLASS: AIM 101.001 - Demo Course For Testing Module (CRN: 12345)**

**TERMS AND CONDITIONS OF SCHEDULING EXAM**

Please read carefully the following terms and conditions of scheduling alternative testing in SDS:

- Any exam requests made after **05:00 PM** will be processed the next business day.
- Your alternative testing agreement allows you to request the following type of exam(s):  
[View: Exam Schedule Availability](#)
- Student will comply with the following testing accommodation policies & procedures:
  - Schedule testing appointments with SDS at least 1 week in advance of the test date. Please note, testing appointments are scheduled at the regular class date & time the class takes the exam. An alternate date or time is subject to approval of instructor & SDS.
  - Student reports to SDS office on time for the scheduled testing appointment. Arriving more than 15 minutes late will require instructor approval for SDS to administer the exam.
  - SDS staff will secure all personal belongings into provided lockers during the testing period. ONLY testing materials will be allowed in the testing area.
  - If student takes exam at alternate schedule from class, student must not share any information related to exam with other students.

Students suspected of cheating will have all exam materials collected and the instructor will be notified.

Any questions or concerns? Use the following contact information:  
**Primary Coordinator**

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.

Welcome Daisy Duck! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodations](#) [Sign Out](#)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:  
**Primary Coordinator**  
 Name: **Customer Support**  
 Phone: **Not Specified**  
[Send Email](#)

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.  
[Log Out](#)

3. SDS staff will secure all personal belongings into provided lockers during the testing period. ONLY testing materials will be allowed in the testing area.  
 4. If student takes exam at alternate schedule from class, student must not share any information related to exam with other students  
 Students suspected of cheating will have all exam materials collected and the instructor will be notified

**CLASS SCHEDULE(S) AND LOCATION(S)**

Days	Time Start	Time End	Date Range	Location
MWR	10:00 AM	12:00 PM	01/01/2018 - 12/01/2018	Old Main 227

**LATE EXAM NOTICE**

Please be aware that late exams require approval from your faculty member and the Student Disability Services office.

**Late Exam Request**

Reason\*: **Didn't know about required lead time**  
 If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your testing accommodation form)

I have read and understand the late exam request policy above.

[Submit Late Exam Request](#) [Back to Exam Detail or Modify Date](#)