**ACCOMMODATIONS FOR TESTING**

IMPORTANT NOTES:

* 2 STEPS
	+ ALTERNATIVE TESTING CONTRACTS
	+ ALTERNATIVE TESTING REQUESTS
* Requests cannot be submitted until a contract has been completed for the course
* Contracts should be completed with the instructor, if at all possible
* CONTRACTS AND REQUESTS DO NOT NEED TO BE COMPLETED FOR CLASSES WITH ONLY ONLINE TESTS
* A REQUEST DOES NOT NEED TO BE COMPLETED IF YOU ARE TAKING YOUR TEST WITH YOUR INSTRUCTOR

**ALTERNATIVE TESTING CONTRACT**

1. Click on “Alternative Testing” in the left menu

1. Click on “Submit Alternative Testing Contract” in the upper right (above the white arrow in the red square)

1. Select the class from the dropdown menu
2. Check off the UW – Whitewater Alternative Testing Contract



1. The first part of the contract consists of a description of the contract and directions for the instructor completing the contract with you
2. Answer the questions on the contract with your instructor
3. Enter the amount of time the CLASS will have for each test type used
	1. The time you enter should **NOT** include your extra time
	2. If you get time and a half (1.5x) as an accommodation, enter the time allowed for the final into the “Final – Time and a half” field; if you get double time (2x) as an accommodation, enter the time allowed for the final into the “Final – Double Time” field
	3. Any test types not used in the class can be left blank; you will **NOT** be able to select them when making an Alternative Testing Request



1. Enter in the instructor’s phone number, and any additional information about the test CSD should know (i.e., two parts, calculator on half only, etc.)



1. Review your responsibilities as a student, checking them off as you do so
2. Click “Submit Alternative Testing”

**ALTERNATIVE TESTING REQUEST**

1. Click “Alternative Testing” (NOTE: if you just completed the Alternative Testing Contract, it will automatically bring you to the Alternative Testing Request screen)

1. Select your class from the dropdown menu and click “Schedule an Exam”
	1. NOTE: Any classes for which you have not completed a Contract will NOT appear in the dropdown menu



1. Select the exam type from the dropdown menu, and enter the date and START time of the test



1. Check off the accommodations you would like for the test



1. In “Additional Note”, include anything you are allowed to use on the test (that was not on the Contract), and/or anything else CSD should know about the exam
2. Review and check off the “Terms and Conditions”, then click “Add Exam Request”

