

Center for Students with Disabilities

## **ALTERNATIVE TESTING**

How to submit a testing  
appointment request  
through the CSD Portal.

# First – you need an Alternative Testing Contract

- Students are required to have an Alternative Testing Contract in place before they are able to submit Alternative Testing Appointment Requests.
- You should meet with each of your instructors to discuss the questions asked on the contract and complete it together.
- The Testing Contract is generated on behalf of the instructor and should outline all of your approved accommodations that pertain to that class.

# After your contracts are completed, you can request to take tests in CSD

- You will make test requests through the CSD Portal.
- Your instructors will be notified instantly when you make an Alternative Testing Appointment Request. The request will tell the instructor when and where you are testing, start/end times, accommodations you have requested and include a secure link for the instructor to upload a copy of the test for CSD staff to access on your test date.

# How Do I Submit An Alternative Test Request?

Go to the UW-Whitewater home page.  
All the way to the bottom of the page.

Click on: Disability Services (CSD)

The screenshot shows the UW-Whitewater website home page. The browser address bar displays 'uww.edu'. The main navigation menu is organized into five columns: Admissions, Academics, Warhawk Life, Events, and Campus Info. The 'Disability Services (CSD)' link is circled in red under the 'Warhawk Life' column. The footer contains information about the university's location, tools and resources, accreditation status (ACCREDITED HIGHER LEARNING COMMISSION), and logos for the College of Distinction and Carnegie Foundation.

Admissions	Academics	Warhawk Life	Events	Campus Info
<a href="#">Transfer</a>	<a href="#">Colleges</a>	<a href="#">Warhawks SOAR (Student Orientation, Advising, and Registration)</a>	<a href="#">Warhawk Athletics</a>	<a href="#">University Marketing and Communications</a>
<a href="#">Graduate School</a>	<a href="#">Departments &amp; Majors</a>	<a href="#">University Center</a>	<a href="#">Events Calendar</a>	<a href="#">Administrative Affairs</a>
<a href="#">International</a>	<a href="#">Online Degrees</a>	<a href="#">Rec Sports &amp; Facilities</a>	<a href="#">Young Auditorium</a>	<a href="#">Diversity</a>
<a href="#">Financial Aid</a>	<a href="#">Continuing Education</a>	<a href="#">Disability Services (CSD)</a>	<a href="#">Arts &amp; Entertainment</a>	<a href="#">Foundation &amp; Giving</a>
<a href="#">Housing</a>	<a href="#">Undergraduate Research</a>	<a href="#">Family Resources</a>	<a href="#">Wheelchair Athletics</a>	<a href="#">Camps &amp; Conferences</a>
	<a href="#">Schedule of Classes</a>	<a href="#">First Year Experience</a>	<a href="#">Buy Tickets</a>	<a href="#">Student Accounts</a>
	<a href="#">Honors Program</a>	<a href="#">HawkCard, Purple Points and Dining</a>		<a href="#">Cashier's Office</a>
	<a href="#">Advising / Navigate</a>	<a href="#">Student Affairs</a>		<a href="#">Technology Services</a>
	<a href="#">Course Catalog</a>	<a href="#">Connect</a>		<a href="#">Visitor &amp; Parking Services</a>
	<a href="#">Graduation</a>			<a href="#">Give Now »</a>
	<a href="#">Transcripts</a>			

**Location**  
University of Wisconsin-Whitewater  
800 W. Main Street  
Whitewater, WI 53190-1790  
Directory Assistance: (262) 472-1234  
Maps & Directions  
Campus Building Addresses  
Campus Info  
Contact Us  
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**Tools and Resources**  
Emergency Information  
Hate/Bias Reporting  
Announcements  
Employment  
Bookstore  
Higher Education Emergency Relief Fund  
Reporting  
Accessibility  
Language Translation  
Weather

**ACCREDITED**  
**HIGHER LEARNING COMMISSION**  
Verify Status Here  
17 AUG 2022  
See all our accreditations »

**COLLEGES OF DISTINCTION**  
**Carnegie Foundation**  
College Community Engagement & Collaboration

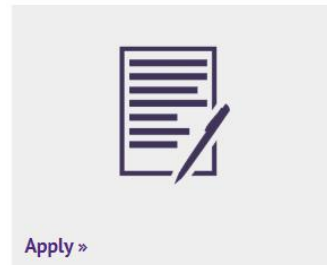
# Click on the ARP tile.



The CSD offices are closed due to construction until August 11. We are still operating remotely during this time. Our office hours will still be 8:00-4:30 and you can reach us at 262.472.4711 or email.

Our regular office hours are 8:00 to 4:30. Please indicate when scheduling appointments your preference for meeting in-person or virtual; please note your preferred method may depend on staff availability. Check the [Warhawks Are Back](#) page for the most up-to-date information on UWW's COVID response. **Do not come in person if you are ill;** contact our front desk or your DSC to switch to a virtual appointment.

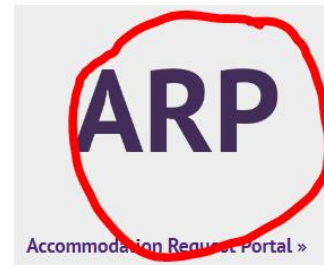
**FRAGRANCE FREE ZONE:** Perfumes, cologne, scented body spray, lotions, aftershaves, hair-care products and other scented products affect the health of many people. Scented products can trigger mild to severe reactions such as respiratory distress, migraines, and nausea. **Please do not wear scented products in this office.**



[Apply »](#)



[Policies and Procedures »](#)



[Accommodation Request Portal »](#)



[Alternative Testing »](#)

# Click to sign in.



[Center for Students with Disabilities](#) / [Current Students](#) / [Accommodation Request Portal \(ARP\)](#)

## Resources

[Brochure \[PDF\]](#)

[Disability Services Appeals Policy and Process](#)

[Disability Documentation](#)

[Rights and Responsibilities](#)

[Interpreter Request Form](#)

[Housing Requests](#)

[Application for Accommodation Services Form \[PDF\]](#)

[Application for Accommodation Services Form \[Word\]](#)

[Scholarships](#)

[CSD Presentations and Handouts](#)

[Guide to Accessibility and Inclusive Weather \[PDF\]](#)

## Accommodation Request Portal (ARP)

[Student Sign In to ARP »](#)

[Faculty Sign In to ARP »](#)

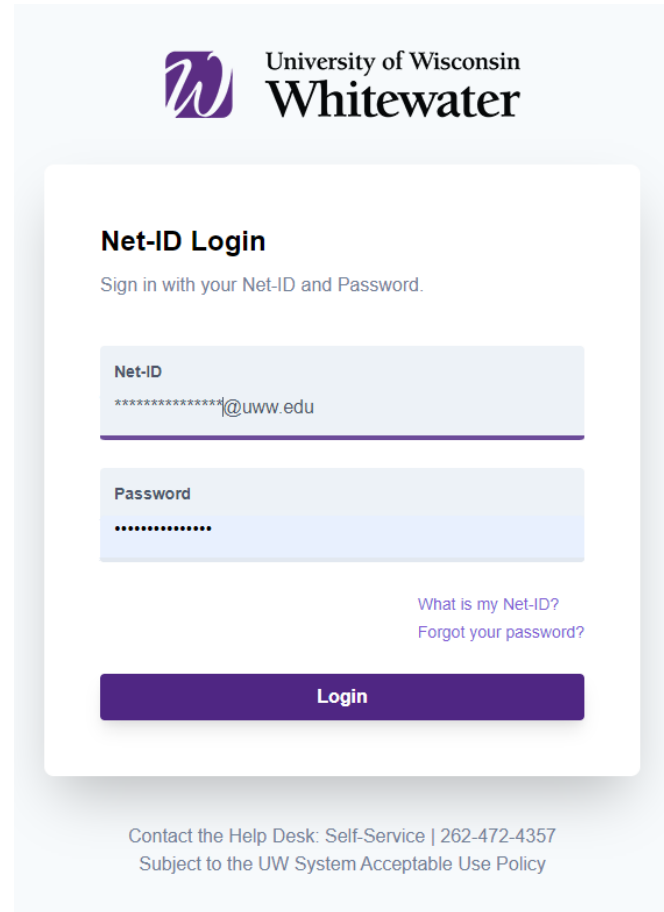
**NEED NOTETAKERS?** Remember to click "Confirm Now" under "Notetaking Services"! For more information see "Request notetakers and get notes" under "ARP Info for Students".

**NEED TO SIGN UP FOR A TEST?** Remember to complete your Alternative Testing Contracts and Alternative Testing Requests! For more information see "Complete Alternative Testing Contracts and Alternative Testing Requests" under "ARP Info for Students". You cannot sign up to take your tests in CSD until the Testing Contracts are complete, and you need to submit your Testing Requests AT LEAST one week before the test!!




[ARP Info for Students](#)

# Login using your Net-ID.



The image shows a login form for the University of Wisconsin Whitewater. At the top left is the university's logo, a purple 'W' with a white outline, followed by the text 'University of Wisconsin Whitewater'. Below this is the title 'Net-ID Login' and the instruction 'Sign in with your Net-ID and Password.' There are two input fields: 'Net-ID' with a placeholder '\*\*\*\*\*@uww.edu' and 'Password' with a placeholder of ten dots. To the right of the password field are two links: 'What is my Net-ID?' and 'Forgot your password?'. At the bottom of the form is a purple 'Login' button. Below the form, there is contact information for the Help Desk: 'Contact the Help Desk: Self-Service | 262-472-4357' and 'Subject to the UW System Acceptable Use Policy'.

 University of Wisconsin  
**Whitewater**

### Net-ID Login

Sign in with your Net-ID and Password.

Net-ID  
\*\*\*\*\*@uww.edu

Password  
\*\*\*\*\*

[What is my Net-ID?](#)  
[Forgot your password?](#)

**Login**

Contact the Help Desk: Self-Service | 262-472-4357  
Subject to the UW System Acceptable Use Policy

Check your To-Do list.  
Click on Alternative Testing to proceed.

\*Note who your  
Disability Service  
Coordinator is in  
case you have a  
question.

The screenshot shows the University of Wisconsin-Whitewater My Dashboard. The header includes the university logo and name. Below the header, there is a navigation bar with 'My Dashboard' and 'Overview'. The main content area is titled 'OVERVIEW' and features a yellow warning box with an exclamation mark icon. The warning box contains the text 'IMPORTANT MESSAGE(S)' and 'Please read the following message(s) regarding your account:'. Below this, there is a section titled 'Your To Do List:' with a red arrow pointing to it. The list contains three items: 1. CORE 120.03 - Historical Perspectives, 2. MATH 41.01 - Beginning Algebra, and 3. SOCIOLOGY 276.03 - Introduction Criminology. Each item has a sub-bullet point: 'Alternative Testing: Your instructor has not submitted the Alternative Testing Contract for this class. Please inform your instructor to complete the Alternative Testing Contract through Instructor Portal.' and 'Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.' Additionally, there is a sub-bullet point: 'Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.'

UNIVERSITY OF WISCONSIN  
WHITEWATER

My Dashboard

Home >> My Dashboard >> Overview

Login as User Feature

Back to My Profile

Home

- > My Dashboard
- > My Profile
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements

Any questions or concerns?  
Use the following contact information:

Primary Disability Services Coordinator  
Name: Dana Gordon  
Phone: (262) 472 - 5202  
[Send Email](#)

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:
  - 1. CORE 120.03 - Historical Perspectives
    - Alternative Testing: Your instructor has not submitted the Alternative Testing Contract for this class. Please inform your instructor to complete the Alternative Testing Contract through Instructor Portal.
    - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
    - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.
  - 2. MATH 41.01 - Beginning Algebra
    - Alternative Testing: Your instructor has not submitted the Alternative Testing Contract for this class. Please inform your instructor to complete the Alternative Testing Contract through Instructor Portal.
    - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
    - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.
  - 3. SOCIOLOGY 276.03 - Introduction Criminology
    - Alternative Testing: Your instructor has not submitted the Alternative Testing Contract for this class. Please inform your instructor to complete the Alternative Testing Contract through Instructor Portal.
    - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
    - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.



# Alternative Testing Request

- Select your class from the dropdown menu and click “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.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

[Schedule an Exam](#) [View Alternative Testing Detail](#)

- You can also review any of your completed testing contracts from this window

# Alternative Testing Appointment Request

- Select the exam type from the dropdown menu (only exam types with times entered in the Alternative Testing Contract will appear in the dropdown menu), select the test date and start time of the test.

**Exam Detail**

Select Class \*: CORE 120.03- HISTORICAL PERSPECTIVES (CRN: CORE12003) ▼

Request Type \*: **Select One** ▼ **Select test type so that the Portal knows how to calculate your extended time.**

Date \*: **Select One**

Time \*: Exam  
Final  
Online Exam  
Quiz

Calculator  Computer for Essays  
 Extra Time 1.50x  Formula card/sheet  
 No Scantron  Spell Check  
 Testing - Private Room

Additional Note:


Add Exam Request

Back to Testing Requests Overview

**Exam Detail**

Select Class \*: CORE 120.03- HISTORICAL PERSPECTIVES (CRN: CORE12003) ▼

Request Type \*: **Select One** ▼

Date \*:   **Click on the calendar icon to select the correct test date.**

**Services Requested (As Applicable) \***

Calculator  Computer for Essays  
 Extra Time 1.50x  Formula card/sheet  
 No Scantron  Spell Check  
 Testing - Private Room

Additional Note:

Add Exam Request


Back to Testing Requests Overview


Select the time you would like to start your test.  
(Hour drop down menu and minute drop down menu.)  
Ideally you will be testing at the same time as the class.  
Do not schedule tests to overlap other classes!  
The Portal will calculate your extended time.  
CSD is open 8 am-4:30 pm. (8am-5pm during finals week only.)

Exam Detail

Select Class \*: CORE 120.03- HISTORICAL PERSPECTIVES (CRN: CORE12003) ▾

Request Type \*: Select One ▾

Date \*:    
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*: Select ▾ Select ▾ 

**Select start hour. Select start minute.**

Do not enter length of test time.

Extra Time 1.50x       Formula card/sheet  
 No Scantron       Spell Check  
 Testing - Private Room


Additional Note:

Check the boxes of the accommodations you want to use for your testing appointment.

**Exam Detail**

Select Class \*\*: CORE 120.03- HISTORICAL PERSPECTIVES (CRN: CORE12003) ▼

Request Type \*\*: Select One ▼

Date \*\*:    
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*\*: Select ▼ Select ▼

**Services Requested (As Applicable) \***

<input type="checkbox"/> Calculator	<input checked="" type="checkbox"/> Computer for Essays
<input type="checkbox"/> Extra Time 1.50x	<input type="checkbox"/> Formula card/sheet
<input type="checkbox"/> No Scantron	<input type="checkbox"/> Spell Check
<input type="checkbox"/> Testing - Private Room	

Additional Note:

[Add Exam Request](#) [Back to Testing Requests Overview](#)

- In the “Additional Note” area, include anything you are allowed to use on the test (that was not determined on the Alternative Testing Contract), and/or anything else CSD should know about that exam

**Services Requested\***

Computer for Essays

Extra Time 1.50x

Testing - Text-to-Speech


Additional Note:

*Example:* I am allowed to use a 4 function calculator and scratch paper.

# Alternative Testing Request – Late Request

- If you are submitting a request less than 5 days in advance, you will need to select the reason for submitting the request late.

You will also encounter another screen that you will have to confirm you understand the request is late and CSD may not be able to accommodate your request.

**LATE EXAM NOTICE**

All late Alternative Testing Requests must be approved by the Center for Students with Disabilities **AND** your instructor.  
If you have any questions, please contact the Center for Students with Disabilities at 262-472-4711 or by visiting the office in the Andersen Library building, room 2002.

**Late Exam Request**

Reason\*:  
Select One  
If you select **Other**, please specify the reason of late exam request below.

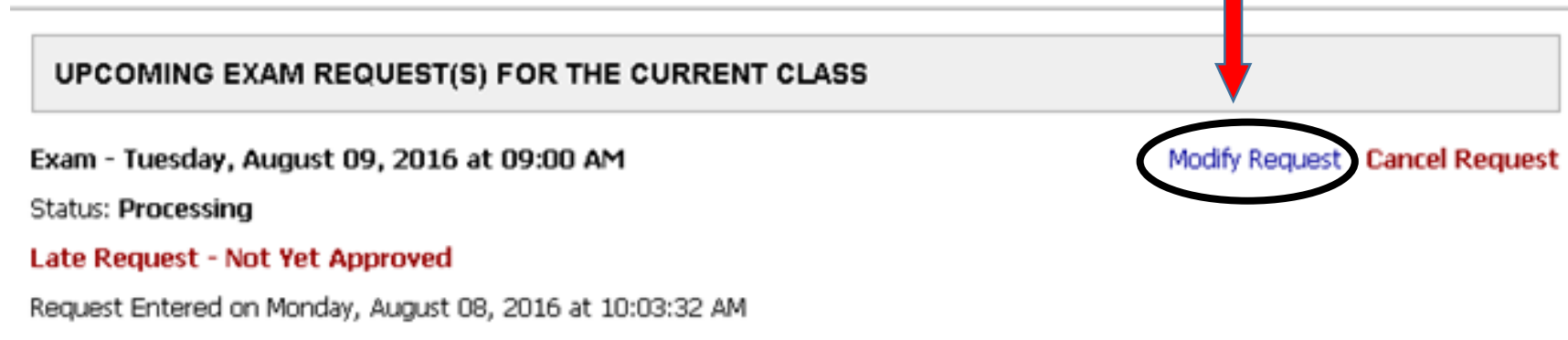
Additional Information:

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

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

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

- When your request is submitted, a green checkmark will be at the top of the screen with the statement “System Update Successful”
- The exam will also be listed as an “Upcoming Exam Request for the Current Class”, with the status of the request
- If you need to change the details of your request (such as date or time), click on “**Modify Request**”



UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS

Exam - Tuesday, August 09, 2016 at 09:00 AM

Status: Processing

**Late Request - Not Yet Approved**

Request Entered on Monday, August 08, 2016 at 10:03:32 AM

[Modify Request](#) [Cancel Request](#)

A red arrow points from the top of the page down to the "Modify Request" button, which is circled in black.

**DO NOT** cancel a testing appointment request if you just need to change a time, date or accommodation.

# Summary of Student Responsibility

- What do you need to do?
  - Check your email for messages from “Accessible Information Management on behalf of [csd@uww.edu](mailto:csd@uww.edu)” and [csd@uww.edu](mailto:csd@uww.edu)
  - At the start of each semester, complete an accommodation request for each class in which you want accommodations
  - At the start of each semester, complete the Alternative Testing Contract with your instructors
  - Complete an Alternative Testing Request for every test for which you want accommodations
  - Confirm your need for notetakers in your classes



# Center for Students with Disabilities

## Contact Info:

- Location: Andersen Library Building, Room 2002
- Phone Number: 262-472-4711
- Email: [csdat@uww.edu](mailto:csdat@uww.edu)

Final exam week: Dec 12-16.

The deadline for scheduling your Fall final exams  
in CSD is December 1.

(Don't wait until after Thanksgiving break!)  
*Math 139 and 142 have SPECIFIC test dates.*

After December 1, the CSD Portal is suspended and you  
may have to discuss testing with your instructor(s).

Spring final exams deadline is May 1.

## CSD Testing Contract Cheat Chart

For best results – enter the correct number of minutes in the contract so that the Portal can calculate the extended test time correctly.

### Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exam  Minutes

**50 or 75 Minutes** (enter length of class: 50 or 75)

Final  Minutes

**Enter 120 Minutes**

Online Exam  Minutes

**ASK your instructor how long the class will get.  
Enter that number of minutes.**

Quiz  Minutes

**ASK your instructor how long the class will get.  
Enter that number of minutes.**