

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' for a user named 'Daisy Duck'. The dashboard includes a navigation menu on the left with sections for 'Home' and 'My Accommodations'. The 'My Accommodations' section is expanded, and 'Alternative Testing' is highlighted with a red box. The main content area shows an 'OVERVIEW' section with a 'Need Help?' message, a search bar for 'LIST ACCOMMODATIONS FOR SPRING 2018', and a table of accommodations. The table lists 'DEM 002.01 - Demo For Alt Testing Without Fac Contract (CRN: DEMO)' with 'Modify Request' and 'Cancel Request' buttons. Below the table, details for the selected accommodation are shown, including 'Instructor(s): Not Specified', 'Days and Time(s): Not Specified', 'Date Range(s): Not Specified', and 'Location(s): Not Specified'.

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 » Overview

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

OVERVIEW

Need Help?

If you do not see your courses listed below, it may be because SDS's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated. If you need immediate assistance, please contact our office or come into the office.

Saint Mary's College of California
Student Disability Services
FAH190
(925) 631-4358

LIST ACCOMMODATIONS FOR SPRING 2018

Refine Search Result: Search All

Refine Search

Previous Term Term: Spring 2018 Next Term

DEM 002.01 - Demo For Alt Testing Without Fac Contract (CRN: DEMO) Modify Request Cancel Request

Instructor(s): Not Specified
Days and Time(s): Not Specified
Date Range(s): Not Specified
Location(s): Not Specified

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

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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)
- Date:** 03/29/2018 (indicated by a blue arrow)
- Time:** 9 AM 00 (indicated by a blue arrow)
- Services Requested:** Extra Time 1.50x, Scribe or Typist (indicated by a blue arrow)
- Additional Note:** A text area for notes.

Below the form is a "Term(s) and Condition(s)" section with a checkbox for a disclaimer: "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
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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](#)