SdRC Online Portal

How to Schedule Alternative Testing

Student disAbility Resource Center
California State University, Dominguez Hills
Training Outline

- How to Schedule Testing
- How to Modify or Cancel Testing
- Submitting a Late Exam Request
- How to Review Scheduled Exams
How to Schedule Testing

1. After logging in to SdRC Online Portal, click Alternative Testing, under My Accommodations
How to Schedule Testing

2. Select a class from drop down menu that you want to schedule exam for, and then 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 an alternative testing contract and you would like to re-activate the contract, please contact our office.
How to Schedule Testing

3. Please read the Terms and Condition in the yellow box. Note: Deadlines (1 week deadline, Finals), SdRC Testing hours, etc.

TERMS AND CONDITIONS OF SCHEDULING EXAM

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

- System will add one additional business day to exam scheduling rule for any exam requests made after 05:00 PM.
- Your alternative testing contract allows you to request the following type of exam(s):

REQUEST DEADLINE: Exam requests are due no later than (5) business days/one week before the test date. All FINAL exams will be due by Friday April 21, 17. Late requests will be considered on a case by case basis.

EXAM DATE/TIME: You are required to take exams at the same date/time as the class. Only (2) exceptions: Exam occurs outside of SdRC testing hours or overlaps with another class.

SdRC Testing Hours: Monday-Friday 8:30am-4:50pm

Testing Agreement: If scheduling an exam with NO agreement completed, please read the following:

Exam Request NOT Late- Schedule the exam thru the system. SdRC will enter the agreement on the Instructor’s behalf so that request can be processed.

LATE Exam Request- You are not able to schedule late exams in the system if no agreement has been completed. Please email your request to our office at sdrcTesting@csulb.edu. We may or may not be able to process the request due to it being late.

View: Exam Schedule Availability
How to Schedule Testing

3*. Fill out the Exam Details: Request Type (Quiz, Exam, Final), Date, Time, Services Requested, and any additional note. Then click Add Exam Request
How to Schedule Testing

4. Once request has been completed, a notification that system Update is Successful will be posted.

SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.
How to Modify Testing

1. Click Alternative Testing, Under Upcoming Exam Requests for the Current Term, Click Modify Request
How to Modify Testing

2. Read the Terms and Conditions of Modifying Exam, and make the changes below. Also note, that the class schedule/location will be referenced at the top for your convenience.
How to Cancel Testing

1. Click Alternative Testing, Under Upcoming Exam Requests for the Current Term, Click Cancel Request
How to Cancel Testing

2. Click Confirm Cancellation to cancel your courses

IMPORTANT NOTICE

You have selected to cancel your exam request. If you cancel your scheduled exam, you will not be able to enter another exam for the same date.

If you accidentally canceled your exam, please contact our office as soon as possible.

Student disAbility Resource Center
1000 East Victoria Street
Walsh Hall D 180
Carson, CA 90747
Phone: (310) 243-3660 (Voice)
Email: dss@csudh.edu
Website: http://www4.csudh.edu/scrc
Submitting a Late Exam Request

1. Go through Steps 1-4 in How to Schedule Testing. The System will generate this message if it does not meet our one week deadline. Please read the notice, and understand that it will need SdRC approval.

**LATE EXAM NOTICE**

Please be aware that late exams require approval from Student Disability Resource Center.

**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**
# How to Review Scheduled Exams

1. Click Alternative Testing, & under Upcoming Exam Request(s) for the Current Class will mention all of the requests.

<table>
<thead>
<tr>
<th>UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS</th>
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</table>
| **Test/Exam** - Thursday, February 09, 2017 at 10:00 AM  
**Status:** Processing  
Request Entered on Wednesday, February 01, 2017 at 09:02:07 PM | Modify Request  
Cancel Request |
| **Test/Exam** - Friday, February 10, 2017 at 10:00 AM  
**Status:** Processing  
Request Entered on Wednesday, February 01, 2017 at 08:44:56 PM | Modify Request  
Cancel Request |
Additional Tutorials and Training

- Video Tutorials- View [here](#)

- Check Toromail and SdRC website for updates
  - SdRC Online Portal Resources [link](#)
Questions?
Let us know how we can help!

dss@csudh.edu

For testing: sdrctesting@csudh.edu

(310)243-3660