How to Schedule Alternative Testing with the SdRC office.

1. Log-in to SdRC Online Portal

2. Click "Alternative Testing" under the "My Accommodations" section

3. From the drop down box in the section called "Alternative Testing Contract", select the class you want to schedule an exam for from the drop down menu

   - Then Click Schedule an Exam

4. Please read the Terms and Conditions in the yellow section, then scroll down slightly

   - In the Exam Detail section, complete the parts marked by the red star

   - Request Type (the type of exam)

   - The date you want to take the exam

   - The time you will arrive at the testing location to complete your exam

   - Select the Services Requested (for example, Alternative Testing Location and/or Extra Time

   - Click Add Exam Request

   - If you see the notification "System Update is Successful" at the top, the request was submitted correctly

5. Once SdRC approves the exam request, you and your professor will receive an email notification

6. To check when your exams are scheduled, under the "My Accommodations" section choose "Alternative Testing"

   - Look for the "Upcoming Exams for Current Term" heading

   - Below will be a list of all the quizzes, exams, and finals you have scheduled