

How to Schedule Your Exams

Select “Alternative Testing” from the overview screen.

The screenshot shows the UNLV My Dashboard Overview page. On the left sidebar, under the 'My Accommodations' section, the 'Alternative Testing' link is circled in purple. The main content area features an 'IMPORTANT MESSAGE(S)' section with a warning icon and text regarding alternative formats for course books, accommodation expiration dates, and a reminder for student profiles. It also includes contact information for the Disability Resource Center.

ALTERNATIVE TESTING

Overview Submit Alternative Testing Contract

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.

Select Class: **FUN 101.001- Let's go to the casino - No Alternative Testing Contract Specified**

Schedule an Exam

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

FUN 101.001 - Let's Go To The Casino **Instructor Has Not Submitted Alternative Testing Contract**

[View Other Exams Requested in the Same Class](#)

Exam - Friday, January 20, 2017 at 11:00 AM

Accommodation Requested:

- Extended Time (1.5x) Exams/Quizzes
- Reduced Distraction - Group

AIM 201.002 - Aim Is Fun!

[View Other Exams](#)

Final - Friday, February 03, 2017 at 10:00 AM

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

Status: **Processing**

Request Entered on Friday, January 13, 2017 at 12:55:31 PM

Select the course of the test you are requesting. Then, click the “Schedule an Exam” button.

1

Make sure you have selected the correct class.

2

Select the type of test you are scheduling from the "Request Type" drop box.
(exam, quiz, final)

3

Enter the date you would like to schedule the exam.

4

Select a time you would like to request from the hour and min "Time" drop-down menus.

5

Check the boxes next to the accommodations you are requesting for this test.

The screenshot shows the 'Exam Detail' form. A purple box highlights the form area. Five numbered instructions with arrows point to specific fields: 1 points to 'Select Class*', 2 points to 'Request Type*', 3 points to 'Date*', 4 points to the first 'Time*' dropdown, and 5 points to the 'Services Requested*' section. The form contains the following elements: 'Select Class*:' with a dropdown menu showing 'FUN 101.001- Let's go to the casino'; 'Request Type*:' with a dropdown menu showing 'Select One'; a 'View: Exam Schedule Availability' button; 'Date*:' with a text input field and a hint 'Enter date in the following format Month / Day / Year (i.e. 12/31/2010)'; 'Time*:' with two dropdown menus, both showing 'Select'; 'Services Requested*' with two checkboxes: 'Extended Time (1.5x) Exams/Quizzes' and 'Reduced Distraction - Group'; and an 'Additional Note:' text area.

The screenshot shows the bottom section of the form. It includes a 'Term(s) and Condition(s)' header, a paragraph 'Please indicate that you have read and agreed to the following statement(s):', and a checkbox labeled 'By submitting this exam request, I agree to abide by the UNLV Student Conduct Code.' Below this is a purple circle around the 'Add Exam Request' button, and a 'Back to Testing Requests Overview' button.

Check the box to agree to the UNLV Student Conduct Code.

Click the "Add Exam Request" button.

Your exam request has been completed.



SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

Note: If you have additional exams, repeat the process for each exam. Your exam(s) will be scheduled pending receipt of the alternative testing contract from the instructor and time/date approval by the DRC.