

How to Schedule Your Exams

Select "Alternative Testing" from the overview screen.

The screenshot shows the UNLV My Dashboard Overview page. The sidebar on the left contains several sections: 'Login as User Feature' with a 'Back to My Profile' button; 'SMS (Text Messaging)' with a status of 'In-Active' and an 'Update Preference' button; 'Home' with links to My Dashboard, My Profile, SMS (Text Messaging), Equipment Checked Out, and My Mailbox; and 'My Accommodations' with links to My Eligibility, List Accommodations, Alternative Testing (circled in purple), Alternative Formats, Deaf and Hard of Hearing, and My E-Form Agreements. The main content area is titled 'OVERVIEW' and features an 'IMPORTANT MESSAGE(S)' section with a warning icon. The message includes instructions on alternative testing and a 'Your To Do List' with one item: 'FUN 101.001 - Let's Go To The Casino', which has a sub-item for 'Alternative Testing'. Contact information for the Disability Resource Center is provided at the bottom.

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 with the following fields and options:

- Select Class*:** A dropdown menu showing 'FUN 101.001- Let's go to the casino'.
- Request Type*:** A dropdown menu showing 'Select One'.
- Date*:** A text input field with a hint: 'Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010)'.
- Time*:** Two dropdown menus, both showing 'Select'.
- Services Requested*:** A section containing two checkboxes: 'Extended Time (1.5x) Exams/Quizzes' and 'Reduced Distraction - Group'.
- Additional Note:** A large text area for entering notes.

Purple arrows from the instructions point to the 'Select Class*', 'Request Type*', 'Date*', 'Time*', and 'Services Requested*' fields.

The screenshot shows the 'Term(s) and Condition(s)' section with the following content:

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- By submitting this exam request, I agree to abide by the UNLV Student Conduct Code.

At the bottom, there are two buttons: 'Add Exam Request' (circled in purple) and 'Back to Testing Requests Overview'.

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.