

SdRC Online Portal

How to Schedule Alternative Testing

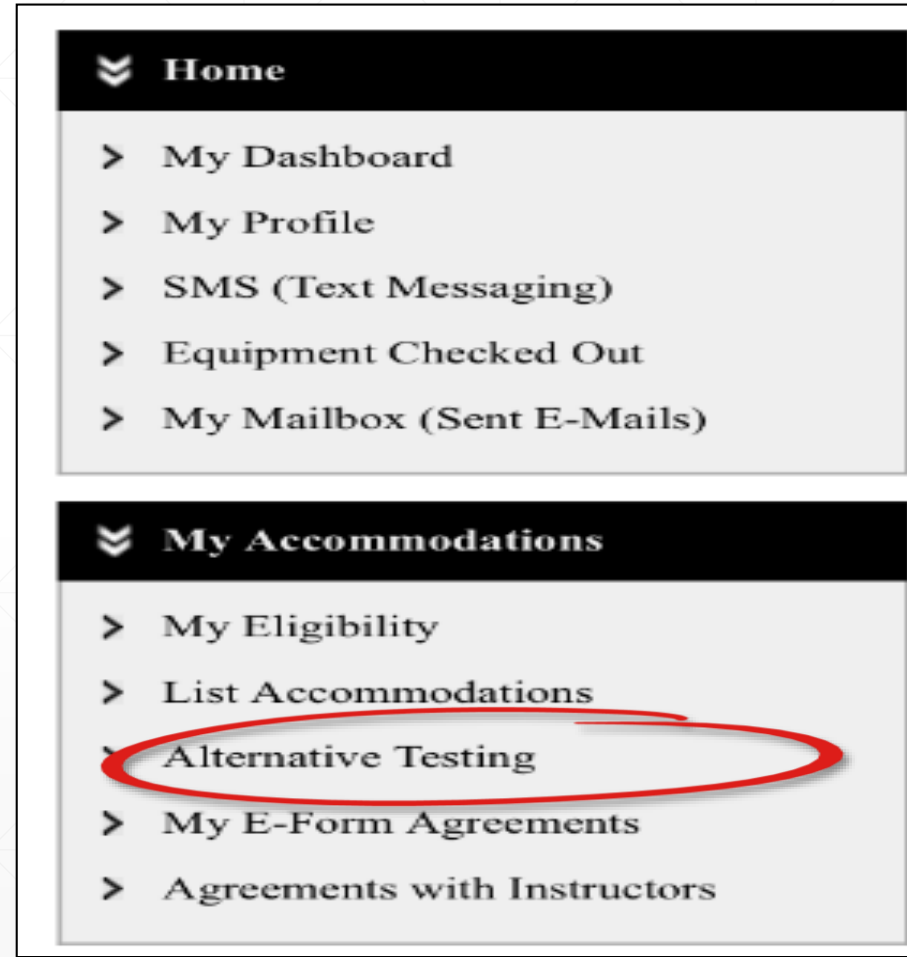
Student disAbility Resource Center
California State University, Dominguez Hills

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 a alternative testing contract and you would like to re-activate the contract, please contact our office.

Select Class:

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@csudh.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

Exam Detail

Select Class*:

Request Type*:

[View: Exam Schedule Availability](#)

Date*:
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*:

Services Requested*

Alternate Testing Location Extra Time 2.00x

Additional Note:

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

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

GWE 101.01 - Graduate Writing Exam

[View Other Exams](#)

Test/Exam - Friday, May 05, 2017 at 11:15 AM

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

Status: Processing

Request Entered on Friday, February 03, 2017 at 01:22:54 PM

How to Modify Testing

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
E	09:00 AM	11:15 AM	02/16/2017 - 05/24/2017	WH D160



TERMS AND CONDITIONS OF MODIFYING EXAM

Please read carefully the following terms and conditions for modifying a previously scheduled exam at SdRC:

1. It is your responsibility to already have your professor's permission before you modify the exam.
2. You will receive an email from SdRC once it has approved/denied the request.

Requests to change an exam made after 5:00 PM will be processed the next business day.

Exam Detail

Request Type*: **Test/Exam** ▼

[View: Exam Schedule Availability](#)

Date*: **05/05/2017**

Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: **11 AM** ▼ **15** ▼

Services Requested*

Alternate Testing Location

Extra Time 2.00x

Individual Room

Use of Dictionary

Additional Note / Reason to Modify*:

[Update Exam Request](#)

[Back to Testing Requests Overview](#)

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

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

GWE 101.01 - Graduate Writing Exam	View Other Exams
Test/Exam - Friday, May 05, 2017 at 11:15 AM	Modify Request Cancel Request
Status: Processing	
Request Entered on Friday, February 03, 2017 at 01:22:54 PM	

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 cancelled your exam, please contact our office as soon as possible.

Student disAbility Resource Center

1000 East Victoria Street

Welch Hall D 180

Carson, CA 90747

Phone: (310) 243-3660 (Voice)

Email: dss@csudh.edu

Website: <http://www4.csudh.edu/sdrc>

Exam to Be Cancelled

Class: **GWE 101.01 - Graduate Writing Exam**

Date: **Friday, May 05, 2017**


Time: **11:15 AM**

Do Not Delete and List All Exams

Confirm Cancellation

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*^{..}:

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.

How to Review Scheduled Exams

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

UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS

Test/Exam - Thursday, February 09, 2017 at 10:00 AM

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

Status: **Processing**

Request Entered on Wednesday, February 01, 2017 at 09:02:07 PM

Test/Exam - Friday, February 10, 2017 at 10:00 AM

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

Status: **Processing**

Request Entered on Wednesday, February 01, 2017 at 08:44:56 PM

Additional Tutorials and Training

- Video Tutorials- View [here](#)

The screenshot displays a grid of four video uploads from the Student Disability Resource Center at California State University Dominguez Hills. Each video is a step-by-step guide. The first video is 'How to Schedule Alternative Testing' (2:26, 43 views, 1 week ago). The second is 'How to Request Accommodations' (1:37, 222 views, 1 month ago). The third is 'How to Register (New Student Applicants)' (2:55, 113 views, 2 months ago). The fourth is 'Accessing Online Portal' (2:19, 181 views, 2 months ago). All videos include a Creative Commons (CC) license icon.

Video Title	Duration	Views	Time Ago
SdRC How to Schedule Alternative Testing	2:26	43 views	1 week ago
SdRC How to Request Accommodations	1:37	222 views	1 month ago
SdRC How to Register (New Student Applicants)	2:55	113 views	2 months ago
SdRC Accessing Online Portal	2:19	181 views	2 months ago

- 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
