

# Exam Scheduling Instructions

## Office of Student Disability Services

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My Accommodations

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1. Log in to your account using your J#, and your jgmail password (<https://york.accessiblelearning.com/SouthAlabama>)

2. Now, click on Alternative Testing, on the left hand side of your screen.

Exam requests need to be made **2-days in advance**, for any test scheduled between 8 AM and 5 PM.

If your exam begins after 5 PM, or ends after 5 PM, you must select “Late Exam” as the Request Type. The office requires a **5-day in advance** notice if a proctor is needed past 5 PM. Late proctoring services are offered Monday through Thursday 5 PM to 8 PM.

3. From the drop-down menu, select the class you are trying to schedule (in this example, CE 470). Then, select Schedule Exam.

### ALTERNATIVE TESTING

List Class(es) with Alternative Testing as Accommodation

Select Class: CE 470.101 - Water-Wastewater Trtmt Design

Schedule Exam

4. Type in the required information. **Exams should be scheduled for the original day and time, as announced by your professor.** If this is not the case, ensure your professor has approved the differing time before making the request. You may include this and any additional information you would like to share in the “Additional Note” box.

5. Input the standard Exam Length (the length of the class), and then select your Services Requested (1.5x time for Multiple Choice exams or 2.0x time for exams with calculations or essays).

6. Add Exam Request – you should get a confirmation email.

### CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
TR	09:30 AM	10:45 AM	08/16/2017 - 12/07/2017	SHEC 2121

#### Exam Detail

Request Type\*: **Exam**

[View: Exam Schedule Availability](#)

Date\*:

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

Time\*:

Exam Length (Specified by Student):

Note: **DO NOT CALCULATE YOUR OWN EXTENDED TIME.** Please enter the time (**IN MINUTES**) that each student receives for this exam. We will automatically calculate your extended time based on your accommodation.

#### Services Requested\*

Distraction-reduced testing environment

Extra Time 1.50x

Extra Time 2.00x

Additional Note:

[Add Exam Request](#)

[Back to Testing Requests Overview](#)



UNIVERSITY OF  
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