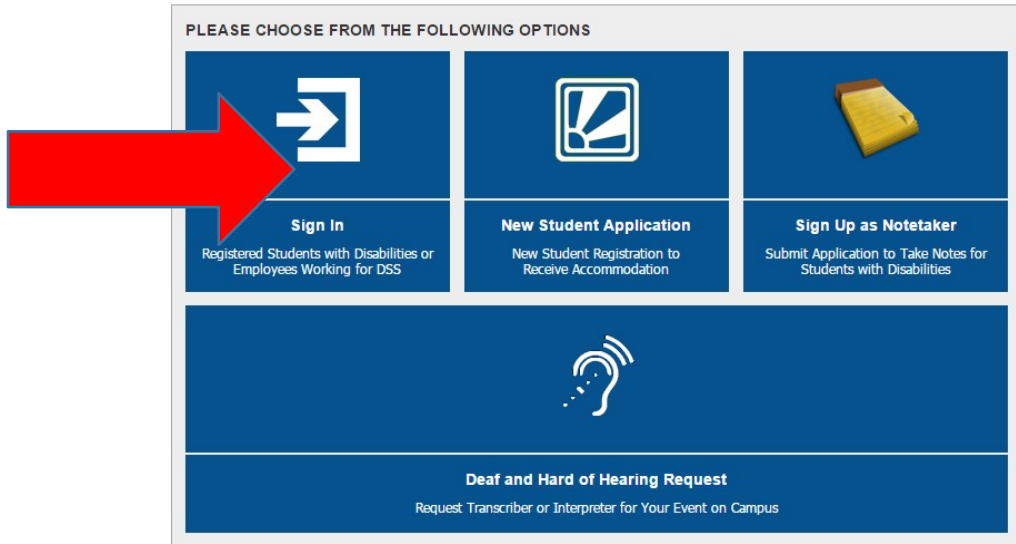
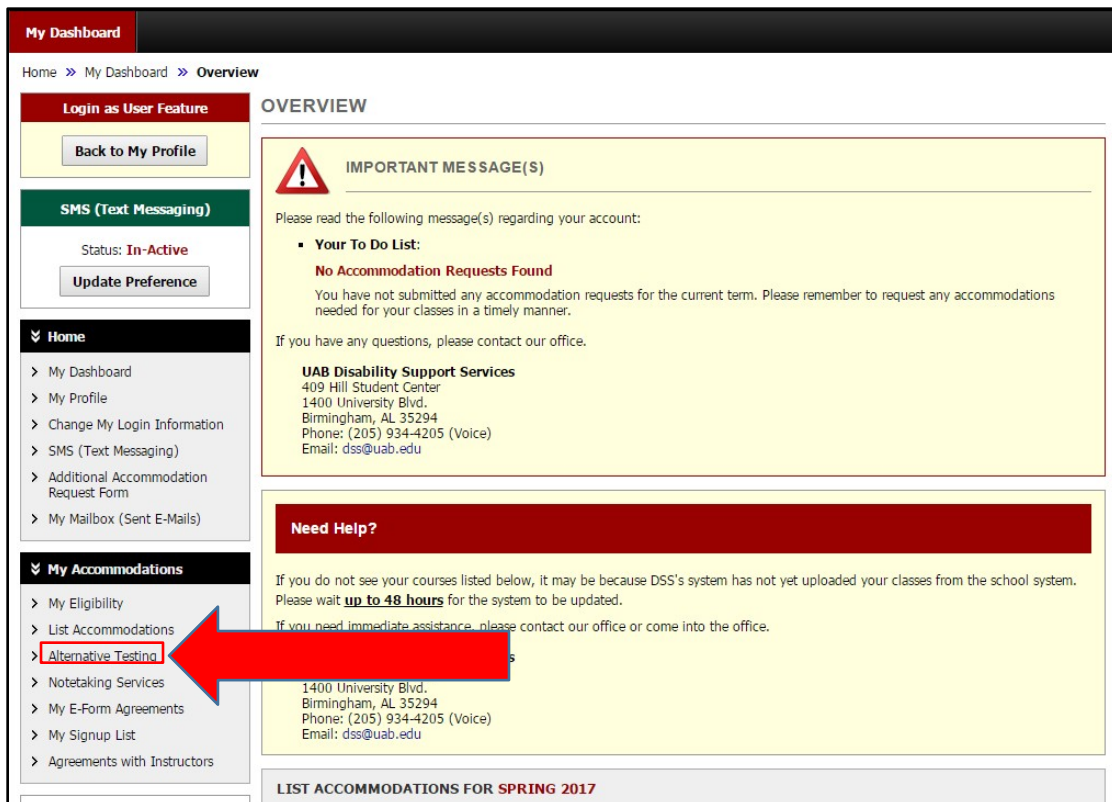


Scheduling a Test at DSS

1. Login to the DSS Student Portal with your UAB username and password.



2. Click on 'Alternative Testing' on the left hand menu.



- Find the 'Select Class' dropdown menu. The classes you have Alternative Testing Agreements for will show up in this list. Select the course you would like to schedule a test for and select 'Schedule an Exam.'

The screenshot shows the 'My Dashboard' interface for 'Alternative Testing'. On the left, there is a navigation menu with options like 'Home', 'My Dashboard', 'My Profile', 'Change My Login Information', 'SMS (Text Messaging)', 'Additional Accommodation Request Form', and 'My Mailbox (Sent E-Mails)'. The main content area is titled 'ALTERNATIVE TESTING' and includes a 'Login as User Feature' section with a 'Back to My Profile' button, and an 'SMS (Text Messaging)' section with a status indicator and an 'Update Preference' button. A red arrow points to the 'Update Preference' button. The main content area also features a 'Select Class:' dropdown menu with the selected option 'AIM 101.001- Testing Out AIM Spring - No Alternative Testing Contract Specified' and a 'Schedule an Exam' button. Below this, there is a 'Questions? Contact Us!' section with contact information for UAB Disability Support Services.

- In the 'Alternative Testing' Agreement(s) area, you will find a copy of the Alternative Testing Contract for you to review.

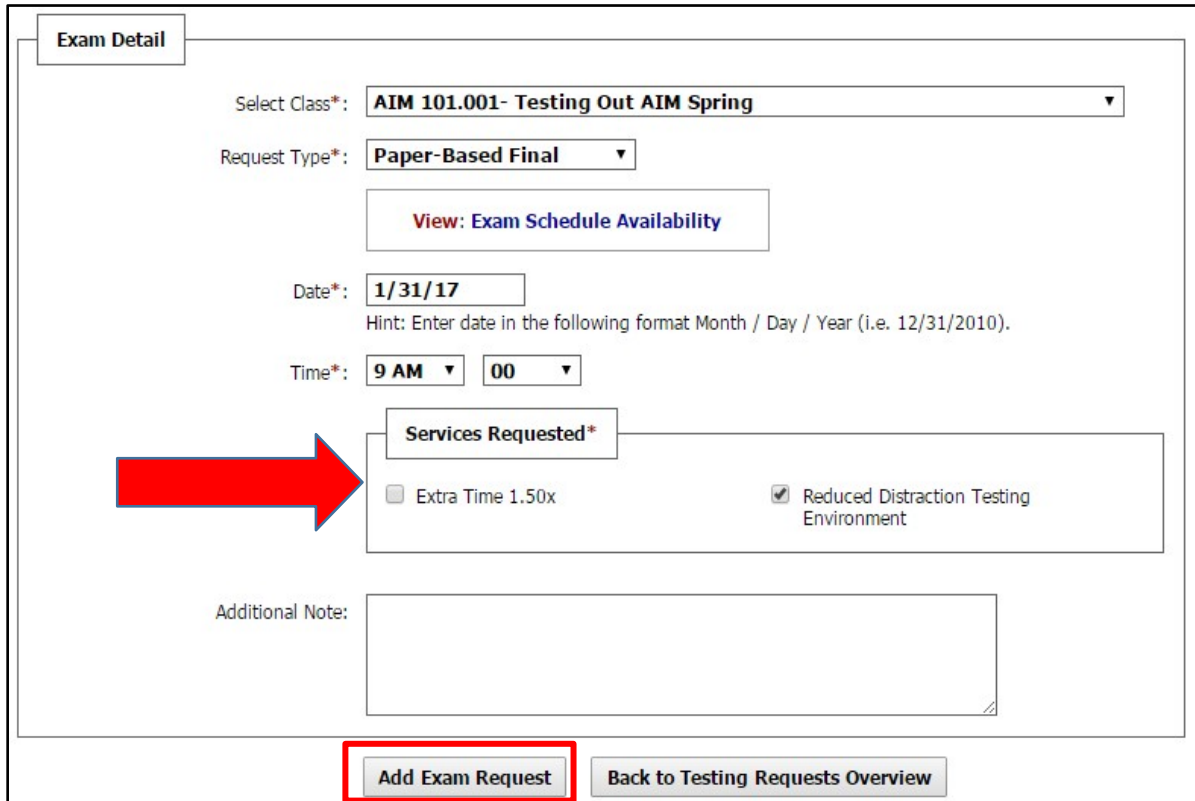
REMEMBER: Tests must be scheduled at least 2 business days in advance. Final Exams must be scheduled at least 5 business days in advance.

The screenshot shows the 'My Dashboard' interface for 'Alternative Testing'. On the left, there is a navigation menu with options like 'Home', 'My Dashboard', 'My Profile', 'Change My Login Information', 'SMS (Text Messaging)', 'Additional Accommodation Request Form', and 'My Mailbox (Sent E-Mails)'. The main content area is titled 'ALTERNATIVE TESTING' and includes a 'Login as User Feature' section with a 'Back to My Profile' button, and an 'SMS (Text Messaging)' section with a status indicator 'In-Active' and an 'Update Preference' button. The main content area also features a 'Terms and Conditions of Requesting Exam Without Alternative Testing Contract' section with a warning icon and a list of terms and conditions. Below this, there is a 'View: Exam Schedule Availability' button.

5. Below this, complete the Exam Detail form by selecting the Request Type, Date, Time, and Services Requested. The Services Requested will list the testing accommodations for which you are approved.

Please only select the accommodations you plan to use for this test.

Select 'Add Exam Request' at the bottom of the page.



The screenshot shows the 'Exam Detail' form with the following fields and options:

- Select Class*: AIM 101.001- Testing Out AIM Spring
- Request Type*: Paper-Based Final
- View: Exam Schedule Availability
- Date*: 1/31/17
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).
- Time*: 9 AM 00
- Services Requested*:
 - Extra Time 1.50x
 - Reduced Distraction Testing Environment
- Additional Note: (empty text area)
- Buttons: Add Exam Request (highlighted with a red box) and Back to Testing Requests Overview

6. You will receive a message that your request was submitted successfully. You will also receive emails notifying you when you submit your request and when your scheduled test has been approved. Your professor will also receive a copy of the approved request email.

ive Testing

ALTERNATIVE TESTING



SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.



TERMS AND CONDITIONS OF REQUESTING EXAM WITHOUT ALTERNATIVE TESTING CONTRACT

Please read carefully the following terms and conditions of scheduling alternative testing in DSC: