Requesting Alternative Testing Accommodations

In this tutorial, you will learn how to request alternative testing accommodations for your classes at Cal Poly. Before you can request alternative testing, you must be eligible for this accommodation, and your instructor must have already received notification of your approved academic accommodations.

1. You can check to see if your instructor has received notification by clicking on List Accommodations under the My Accommodations section of the left sidebar:
2. The status of instructor notification is listed under the *Notification Letter* heading for each class:

![Request Status and Notification Letter](image)

3. To schedule alternative testing, click on *Alternative Testing* under *My Accommodations* in the left sidebar:

![My Accommodations](image)

4. If the instructor has completed an Alternative Testing Contract for your class, you will see the class listed in the drop-down menu under *Alternative Testing Contract(s)*.
5. Select the class that you want to schedule testing for and click *Schedule an Exam*.

6. Next, choose the type of testing you wish to schedule: midterm, final, or quiz. Select where you want to take your test and the date and time you'd like to take it. Check the boxes for the services you are requesting for this test and click the *Add Exam Request* button:
7. The Alt Testing center will send you a second email confirming your exam after they have received and approved your request.

8. You will receive an email confirmation that your request has been submitted.

9. For more information and help with alternative testing accommodations, please contact the DRC:

DRC Testing Services
Cal Poly San Luis Obispo
Bldg 124 Student Services
San Luis Obispo, CA  93407
Website: http://drc.calpoly.edu
Email Us: drctesting@calpoly.edu
Phone: (805) 756-6087
Fax: (805) 756-5451