

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:

The screenshot shows a user interface for a dashboard. At the top, a black header bar says "Welcome Donald Duck!". Below it is a red "My Dashboard" button. The main content area has a breadcrumb trail: "Home >> My Dashboard >> Overview".

The left sidebar is divided into sections:

- Login as User Feature**: Contains a "Back to My Profile" button.
- SMS (Text Messaging)**: Shows "Status: In-Active" and an "Update Preference" button.
- Home**: A list of links: My Dashboard, My Profile, SMS (Text Messaging), Equipment Checked Out, Additional Accommodation Request Form, and My Mailbox (Sent E-Mails).
- My Accommodations**: A list of links: Information Release Consents, My Eligibility, **List Accommodations** (highlighted with a blue arrow), Alternative Testing, Alternative Formats, Notetaking Services, and Agreements with Instructors.



The main content area is titled "OVERVIEW" and features a yellow warning box with a red triangle icon. The text inside the box says "IMPORTANT" and "Please read the following m...". It lists a "Your To Do List" with four items:

1. **ART 67199.0**
 - Alterna us knov
2. **FDM 20131.0**
 - Alterna
3. **JAPN 15101.**
 - Alterna us knov
4. **PSYC 41990.**
 - Alterna us knov

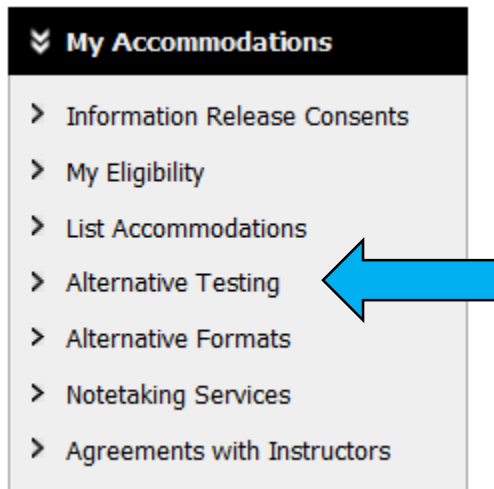
Below the list, it says "If you have any questions, p...". At the bottom of the warning box, contact information for the Disability Resource Center is provided: "Disability Resource Cer Cal Poly San Luis Obispo Bldg 124 Student Servi San Luis Obispo, CA 93 Email: drc@calpoly.edu Phone: (805) 756 - 139 Fax: (805) 756 - 5451 Website: http://drc.cal".

Below the warning box, there is a section titled "Select Accommodatior" with a yellow background.

2. The status of instructor notification is listed under the *Notification Letter* heading for each class:

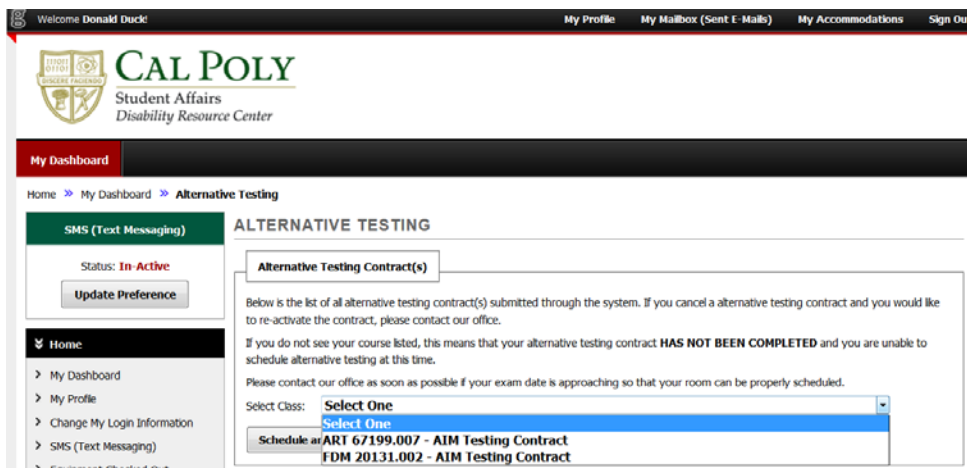
Request Status	Notification Letter 
 Approved	First Entered by: Donald Duck First Entered on: 02/21/2017 at 02:33 PM Last Updated by: John Lee Last Updated on: 03/10/2017 at 11:30 PM
	Status: Scheduled Last Emailed: Not Specified Last Printed: Not Specified Last Read by Instructor: Not Specified
List Accommodation(s) Selected for ART 67199.007	Other Information
■ Reading-Seeing Read&Write Gold	■ View Complete Request History

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



- My Accommodations
 - Information Release Consents
 - My Eligibility
 - List Accommodations
 - Alternative Testing**
 - Alternative Formats
 - Notetaking Services
 - Agreements with Instructors

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)*.



Welcome Donald Duck | My Profile | My Mailbox (Sent E-Mails) | My Accommodations | Sign Out

CAL POLY
Student Affairs
Disability Resource Center

My Dashboard

Home > My Dashboard > **Alternative Testing**

ALTERNATIVE TESTING

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel an alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: **Select One**

- Select One
- Schedule at ART 67199.007 - AIM Testing Contract
- FDM 20131.002 - AIM Testing Contract

5. Select the class that you want to schedule testing for and click *Schedule an Exam*.


Alternative Testing Contract(s)

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If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: **Select One** ▼

 **Schedule an Exam** **View Alternative Testing Detail**

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:

Exam Detail

Request Type*: **Midterm** ▼

View: Exam Schedule Availability

Date*: **2/23/17**
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: **10 AM** ▼ **00** ▼

Services Requested*

<input type="checkbox"/> TAT -Read & Write Gold	<input checked="" type="checkbox"/> Testing Ext Time 1.25
<input type="checkbox"/> Tests Calculator	<input type="checkbox"/> Tests Dist Reduced- Alone
<input type="checkbox"/> Tests Make Up Exams	

Additional Note:

Term(s) and Condition(s)

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

Please note that ALL Late Exams are reviewed by the ODS office and there is no guaranteeing that a Late Exam request will be granted.

Add Exam Request **Back to Testing Requests Overview**

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