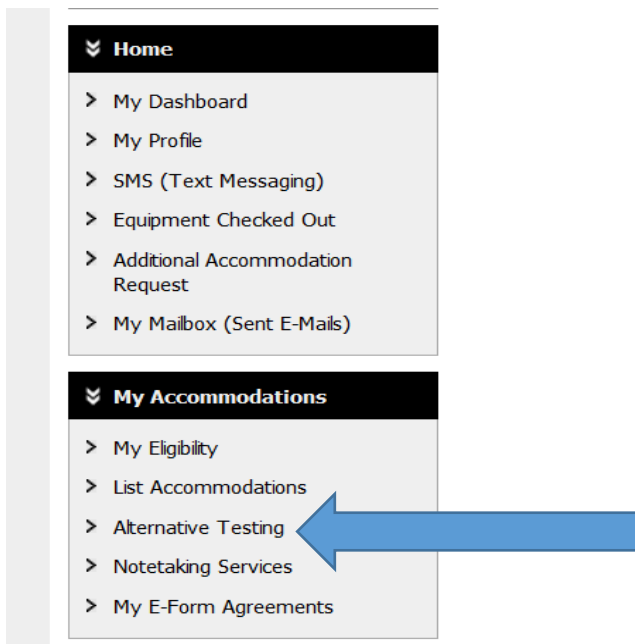


Schedule your tests with Instructor & ODS

****Regular semester tests must be scheduled at least 3 business days in advance****

****Final exams must be scheduled at least 10 business days in advance****

1. Log in to ULINK
2. Go to *Academics Tab* → *Office of Disability Services* → *Access Accommodations*
3. My Accommodations → Alternative Testing



4. Select the class you need to schedule the exam from the drop down menu


ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class: **PSYC 115.001 - Honors: General Psychology (40816)**

[Schedule an Exam](#) [View Alternative Testing Detail](#)



5. Click ***"Schedule an exam"***


ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class: **PSYC 115.001 - Honors: General Psychology (40816)**

[Schedule an Exam](#) [View Alternative Testing Detail](#)



6. This will lead you to the Exam Detail

- Select the type of exam
- Date you are taking the exam
- Time you are scheduling the exam
- Select the accommodations you wish to use (Only select the accommodations you wish to use for that specific exam)

The screenshot shows the 'Exam Detail' form. It includes a dropdown for 'Select Class*' with the value 'ITEC 429.001- Prog Ctrl Systems Technology'. Below it is a 'Request Type*' dropdown set to 'Select One', with a blue arrow pointing to it. A button labeled 'View: Exam Schedule Availability' is positioned below the dropdown. The 'Date*' field is empty, with a blue arrow pointing to it and a hint: 'Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010)'. The 'Time*' field has two 'Select' dropdowns, with a blue arrow pointing to the second one. Below the time fields is a 'Services Requested*' section with two checkboxes: 'Distraction Reduced Environment' and 'Extra Time 2.00x', with a blue arrow pointing to the second checkbox. At the bottom is an 'Additional Note:' text area.

7. Agree to Terms and Conditions

The screenshot shows the 'Term(s) and Condition(s)' section. It contains a checkbox with a blue arrow pointing to it, followed by the text: 'Please indicate that you have read and agreed to the following statement(s):' and 'I understand that my exams should be scheduled to overlap the usual class time. If I schedule an exam that does NOT overlap the usual class time, I understand I will need to confirm this time with the instructor PRIOR to scheduling.' Below this are two buttons: 'Add Exam Request' and 'Back to Testing Requests Overview', with a large blue arrow pointing to the 'Add Exam Request' button.

8. Click "Add Exam Request"

- ❖ You will receive an email either approving your exam request, or asking you to contact our office due to your request not complying with the rules your instructor specifies
- ❖ You can check the status of all your exams at any point by logging in to AIM and selecting the Alternative Testing tab