

## **How to Schedule Alternative Testing in the SAS**

**Only students with registered accommodations are proctored in Heitz 100.** Once you request accommodations for your semester courses and Ms. Gorman approves, you can start scheduling tests (just those up to Study Day, as Final Exam scheduling occurs after midterm).

### ***Remember the 3-business-day rule for scheduling!***

If your test is on	MONDAY	schedule by 4 pm the preceding	WEDNESDAY
If your test is on	TUESDAY	schedule by 4 pm the preceding	THURSDAY
If your test is on	WEDNESDAY	schedule by 4 pm the preceding	FRIDAY
If your test is on	THURSDAY	schedule by 4 pm the preceding	MONDAY
If your test is on	FRIDAY	schedule by 4 pm the preceding	TUESDAY

1. **SPEAK WITH YOUR PROFESSORS.** This is an important first step, as some provide accommodations in their departments. Remind them of your plan for each new quiz or exam, as your instructors may not recall a conversation you had at the start of the semester.
2. **LOG IN TO AIM** at <https://yukon.accessiblelearning.com/bradley>. Bookmark the SAS "Student Resources" webpage for quick access to the link.
3. Under the "My Accommodations" menu, choose "**Alternative Testing**."
4. Select the correct class and click "**Schedule Exam**."
5. Fill in the information as requested; if exam is in Sakai, choose "online" as your test type.
6. Enter your start time.
7. Enter the length of your test in minutes and without any extended time; AIM will calculate for your individual accommodation. If not sure how long professor is allowing the class, estimate length as the entire class period (for example, 50 minutes) and we will adjust when your professor confirms.
8. Add any special notes or requests. If an online test, let us know whether you plan to use an SAS computer here or will take it elsewhere and just need to arrange for extended time.
9. Click "**Add Exam Request**" to submit.
10. Two email confirmations will be sent to you: (1) arrives immediately and states that your request is processing; (2) arrives when we approve (usually 7 to 10 days in advance of your testing date).
11. **LOOK AT YOUR CONFIRMATION.** Make certain you've entered the correct class, date and time. If you don't receive an immediate confirmation, you didn't submit properly. PLEASE DO IT AGAIN.
12. Shortly after the daily 4pm deadline, we notify professors of tests coming up in 3 business days and arrange for delivery to the SAS. Once completed, tests are returned by us to your instructor.
13. Use "**Modify Request**" option for changes, such as when a test is postponed to a new date.
14. Use "**Cancel Request**" option if you will no longer be testing here, such as when your professor switches to a take home exam.

For questions or problems, please email Lindsay DuBois, Testing Coordinator, at the Student Access Services office: [sas@fsmail.bradley.edu](mailto:sas@fsmail.bradley.edu)