## Alternative Testing

Once your course has been approved by staff, proceed with creating alternative testing contract. Follow the steps bellow to complete the process:

1. Meet with your instructor to fill out a testing contract.
2. Go to **Student** in the **Main Navigation Tabs** and select **Add Testing Contract**. There are 4 steps to complete in this section:
	1. Select Your Class
	If your class is not listed, check that:
		1. You have registered the course and make sure alternative testing is part of the accommodations.
		2. Your accommodation request status is **Approved**.
		3. Notification letter has been sent to your instructor.
		4. You have never entered a contract for this class.



* 1. Enter alternative testing contract and agree to the terms and conditions of requesting testing accommodations.
	2. Schedule your exams.
	3. Submit your contract and email confirmation will be sent to both you and the instructor.
1. If you need to schedule additional exams, click on the **Schedule an Exam** link.
2. Go to **List Upcoming Exams** and verify your entries.
3. A reminder will be sent to you two days prior to the scheduled exam. You will be able to view your exam location two days before the exam.