



Alternative Testing Request Instructions

IMPORTANT: The Alternative Testing Request feature is for DRS students to take **in-person, paper/pencil** exams outside of the classroom and in the Testing Center with accommodations. This process does not apply to online exams. You can only submit an Alternative Testing Request if your instructor has completed the required Alternative Testing Agreement.

Before you get started, remember these important tips:

- Make an exam plan with your instructor at the start of the semester to determine how you will take exams with accommodations.
- If it is determined you will take exams in the Testing Center, your Alternative Testing Requests must be submitted on the date and time the instructor schedules the exams. If this date and time are not possible, you must get approval from your instructor prior to submitting an Alternative Testing Request.
- An instructor reserves the right not to accept an Alternative Testing Request if you do not seek this approval in advance.
- Know the deadlines: Alternative Testing Requests must be submitted in advance
 - at least three business days for exams held during the academic term and
 - at least seven business days for exams held during the fall and spring final examination period
 - The business day ends at 5:00pm. Weekends and Holidays do not count as business days.
- If you have questions about communicating with your instructor regarding your alternative testing accommodations, you are encouraged to contact your disability specialist as soon as possible; we are here to help!

How to Submit Your Alternative Testing Request

1. Log in to the [DRS Student Portal](#)
2. On the left side of the page, under **ACCOMMODATIONS** click *Alternative Testing*.
3. Under **SCHEDULE AN EXAM**, select the class section for which you are scheduling an exam.
 - Make sure that you select the appropriate class section (lecture/lab/recitation).
 - If you don't see your class listed here, that means the instructor has not completed the required Alternative Testing Agreement. Talk to your instructor immediately and request they complete the Alternative Testing Agreement if you want to take exams in the Testing Center.
4. Click **SCHEDULE AN EXAM**.
5. Review the **ALTERNATIVE TESTING REQUEST POLICY**
6. Review the class information to confirm you are scheduling for the appropriate class
7. Under **EXAM REQUEST**, update the following required fields
 - Available Exam Dates: select the date from the drop down list of prepopulated exam dates provided by your instructor
 - Date: confirm the date autofills, or change the date only if you have the instructor's approval
 - Time: confirm the time autofills, or change the time only if you have the instructor's approval

Disability Resources and Services
Office of Institutional Engagement and Wellbeing

140 William Pitt Union
3959 Fifth Avenue
Pittsburgh, PA 15260
Phone: 412-648-7890
AltTesting@pitt.edu

University of Pittsburgh Testing Center
University Center for Teaching and Learning

G-33 Cathedral of Learning
4200 Fifth Avenue
Pittsburgh, PA 15260
Phone: (412) 624-7215
tests@pitt.edu
www.uptc.pitt.edu

- Services Requested (As Applicable): select your accommodations you plan to utilize for the assessment

8. Once you've filled in all required fields, review all class details again to confirm you are scheduling for the appropriate class, then click ADD EXAM REQUEST
9. Upon successful submission of your alternative testing request, "SUCCESS! YOUR ACTION HAS BEEN COMPLETED" will reflect at the top of the page.
10. Return to the alternative testing page to confirm your alternative testing request was submitted successfully.

(Repeat steps 4 through 10 to schedule another exam)

Missing the Alternative Testing Request Deadline

Students with alternative testing accommodations have the responsibility to submit an alternative testing request for the appropriate class section. In addition, students are responsible for submitting alternative testing requests in advance (at least three business days for exams held during the academic term and at least seven business days for exams held during the fall and spring final examination period) in order to take the exam with accommodations in the University of Pittsburgh Testing Center. Upon missing the deadline, students lose the opportunity to take the exam with accommodations in the Testing Center on the class exam day and, as a result, are advised to either take the exam in class with no accommodations or discuss another possibility with the instructor. Please note that instructors are not required to accommodate a student if they miss the scheduling deadline.

Modifying or Canceling an Existing Alternative Testing Request

- You are encouraged to cancel your Alternative Testing Requests you will not be taking in the Testing Center.
- Students can modify or cancel requests independently on the *Alternative Testing* page of the student portal by clicking View next to the desired request.
- Remember that all modifications should first be discussed with and approved by the instructor.
- There may be cases when you cannot modify an alternative testing request independently. In these cases, DRS will require the instructor's permission in order to reschedule the request. (See below)

Sample email to your instructor (if you cannot independently modify/reschedule your request):

To: *(include your class instructor's email address here)*

Subject: request to reschedule exam

CC: alt.testing@pitt.edu

Dear Professor *(include professor's name here)*,

My name is *(include your name here)* and I am a student in your *(include the course here)* course this semester. I am requesting to reschedule my exam to *(x date)* at *(x time)*. If you approve of this change, please 'reply all' to inform DRS Alternative Testing and DRS will reschedule my request.

Thank you,
(include your first and last name here)