



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

STUDENT DISABILITY SERVICES

Using the Student Portal: Alternative Testing

BEFORE scheduling quizzes, tests, or a final exam (QTF) in the SDS Student Portal:

- Determine if QTFs are being administered online OR if everyone is taking them in person in class.
- Online QTFs will not be scheduled in SDS, as all students in the class will identify their own testing spot. While rare, if you utilize assistive technology that is not compatible with online exams, the SDS Testing Center will coordinate a time for you to take the QTF in SDS.
- Talk to your instructor if you have in-person QTFs to find out if they would like to provide the accommodations themselves OR if they would like you to schedule to take the test in class.



How to Schedule a Quiz, Test, or Final (QTF)

- After logging into the [Student Portal](#), locate the My Accommodations sidebar menu, which will appear on the left-hand side of your screen. If you do not see the **Alternative Testing** link, please refer to the [instructions on requesting your faculty accommodation letters](#) or contact your coordinator for support.
- Select the **Alternate Testing** link, located within the My Accommodations sidebar.
- Select the drop-down box under the Alternate Testing Agreement(s) section and choose the course in which you would like to schedule the QTF.
- Once the course is selected, click the **Schedule an Exam** link.
 - If your professor has submitted an alternative testing agreement, the terms and conditions will appear at the top of the page. Please review, as your professor may have listed important details regarding QTFs for their course.

- After reviewing the terms and conditions of scheduling a QTF, scroll down and locate the Exam Detail section.
- Once located, you will need to complete the following fields:
 - Request Type (quiz, test, or final)
 - Date (date of the QTF that was approved by your professor)
 - Time (time of the QTF that was approved by your professor)
 - Services Requested as applicable (please select the accommodation(s) you would like to utilize for this QTF)
 - Required Technology (optional field, select only if applicable)
 - Additional Note (optional field, you may enter in any information you believe to be relevant for the QTF)
- Once the information is completed, select the **Add Exam Request** link.

How to Modify a Quiz, Test, or Final

- After logging into the student portal, locate the My Accommodations sidebar menu, which will appear on the left-hand side of your screen.
- Select the **Alternate Testing** link, located within the My Accommodations sidebar.
- Locate the upcoming QTF request(s) for the current term section.
 - QTFs will be listed in chronological order.
- Locate the scheduled QTF you would like to modify.
- Select the **Modify Request** link for the QTF you wish to edit.
 - If your professor has submitted an alternative testing agreement, the terms and conditions will appear at the top of the page. Please review, as your professor may have listed important details regarding QTFs for their course.
- Locate the Terms and Conditions of Modifying Exams section and carefully review the information.
- After reviewing the terms and conditions of scheduling a QTF, scroll down and locate the Exam Detail section.
- Once located, you will need to complete the following fields:
 - Request Type (quiz, test, or final)
 - Date (date of the QTF that was approved by your professor)
 - Time (time of the QTF that was approved by your professor)
 - Services Requested as applicable (please select the accommodation you would like to utilize for this QTF)
 - Required Technology (optional field, select only if applicable)
 - Additional Note/ Reason to Modify (you must enter an explanation regarding why you need to modify your original exam request)

- Select the **Update Exam Request** link.

How to Cancel a Quiz, Test, or Final

- After logging into the student portal, locate the My Accommodations sidebar menu, which will appear on the left-hand side of your screen.
- Select the **Alternate Testing** link, located within the My Accommodations sidebar.
- Locate the upcoming QTF request(s) for the current term section.
 - QTFs will be listed in chronological order.
- Locate the scheduled QTF you would like to cancel.
- Select the **Cancel Request** link for the QTF you wish to cancel.
- Locate the QTF to be Cancelled section.
- Select the **Confirm Cancellation** link.

NEXT STEPS:

- Cancel any QTFs you no longer wish to take in SDS, if applicable.
- Modify QTF dates in the Student Portal if your instructor changes a testing date for a QTF you have already scheduled.
- Notify SDS right away if you have any questions or concerns.