



Office of Student Access Services

How to Schedule Alternative Testing at the SAS Office

Only students with registered accommodations are proctored in Heitz 100. Once you request accommodations for your semester courses and Director Kristina Montelongo approves, you can start scheduling testing at the SAS office (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. All exams must also overlap the class exam time, or the SAS will require direct approval from your professor.
2. **LOG IN TO AIM** at <https://yukon.accessiblelearning.com/bradley>. This link can also be found on the SAS webpage: <https://www.bradley.edu/campus/student-access-services/>.
3. Under the "Accommodations" menu, choose "**Alternative Testing**."
4. Select the correct class from the Schedule and Exam drop-down menu and click "**Schedule Exam**."
5. Enter your start time and be sure your end time does not go past 4:15 pm.
6. 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.
7. Add any special notes or requests. If an online test, let us know if you need to use a desktop computer.
8. Click "**Add Exam Request**" to submit.
9. Two email confirmations will be sent to you: (1) arrives immediately and states that your request is processing; (2) arrives when we approve (usually one week in advance of your testing date).
10. **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.
11. 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.
12. Use "**Modify Request**" option for changes, such as when a test is postponed to a new date.
13. Use "**Cancel Request**" option if you will no longer be testing here, such as when your professor switches to a take home exam.

For testing questions or concerns, please email Lindsay DuBois, Assistant Director & Testing Coordinator at the Student Access Services office: ldubois@fsmail.bradley.edu or sas@fsmail.bradley.edu