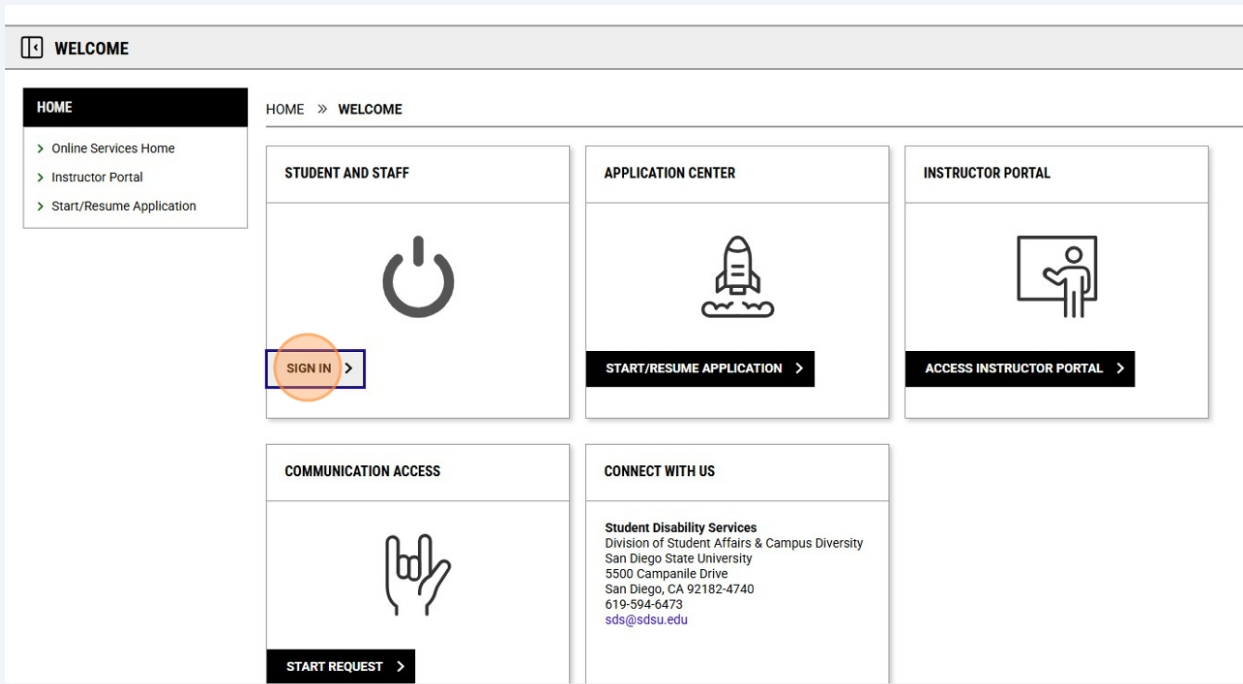
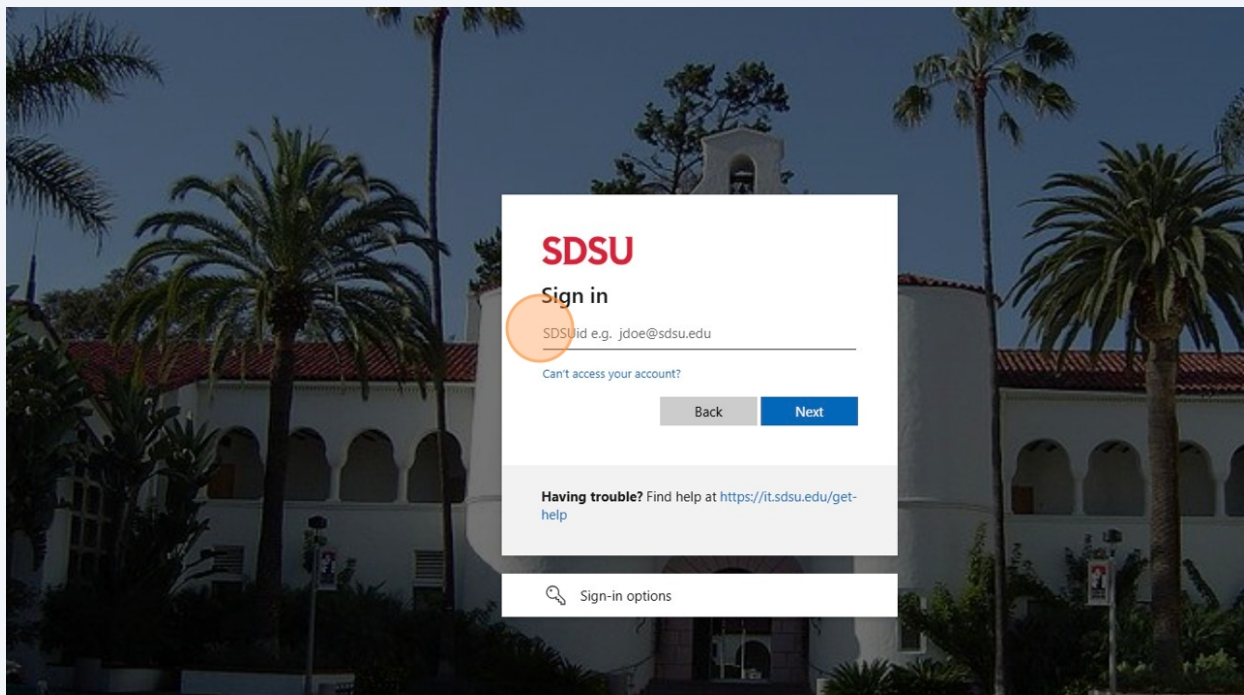


How to Schedule Exams at the Test Accommodation Center

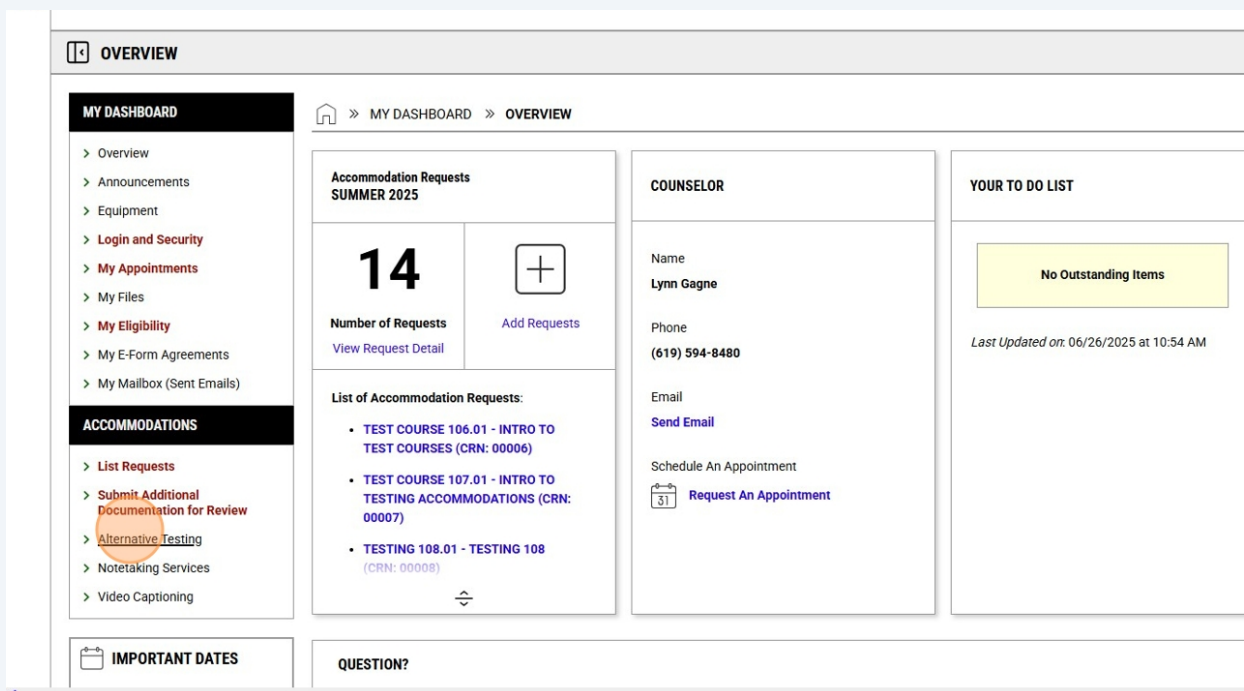
1 **Log-In:** Click "Sign In" in the Student and Staff block (with the power symbol).



2 Sign in using your SDSU email address and password.



3 Go to Your Testing Home Page: Click "Alternative Testing".



Select the class for which you want to schedule an exam from the dropdown menu and click "Schedule an Exam".

1
Campus Closed
by.

1
Campus Closed
by.

7
Recess - Campus
by.

3
Recess - Campus
by.

3
Campus Closed
by.

1
>

SCHEDULE AN EXAM

Important Note

- Courses marked with * do not have **Course Instructions** specified by the instructor and you will be required to enter the standard length of the exam.

Select Course:

TESTING 108.01 - TESTING 108 (CRN: 00008)

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

View

Status

Location

CRN

Subject

Course

Section

Type

Exam Date

Time Range

View

Approved

3711-1

00008

TESTING

108

01

Standard Exam

07/11/2025

08:00 AM - 08:23 AM

View

Approved

3711-1

00009

TESTING

109

01

Standard Exam

07/11/2025

09:00 AM - 09:23 AM

View

Approved

3711-1

00010

TESTING

110

01

Standard Exam

07/11/2025

10:00 AM - 10:23 AM

View

Approved

To Be Determined

00001

TST

102

B

Quiz

07/11/2025

02:00 PM - 03:12 PM

View

Approved

To Be Determined

00007

TEST COURSE

107

01

Standard Exam

07/15/2025

11:00 AM - 12:30 PM

Select an exam from the "Available Exam Dates" dropdown menu.

SCHEDULE AN EXAM

ARD

ments
t

Security
ntments

lity
Agreements
x (Sent Emails)

ATIONS

ISTS
ditional
ation for Review

Testing
g Services
tioning

TANT DATES

Campus Closed
y.

» MY DASHBOARD » SCHEDULE AN EXAM

REQUESTUPCOMING EXAMSALL EXAM REQUESTS

TESTING 108.01 - TESTING 108 (CRN: 00008)

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAMS FOR THIS COURSE

- Standard Exam on Friday, July 11, 2025
Time: 08:00 AM - 08:23 AM (23)
- Standard Exam on Wednesday, July 23, 2025
Time: 01:00 PM - 02:30 PM (90)
- Standard Exam on Wednesday, July 30, 2025
Time: 02:00 PM - 03:30 PM (90)

TERMS AND CONDITIONS

Please indicate that you have read and agreed to the following statements *:

☐ By scheduling your exam with the Test Accommodation Center (TAC), you agree to the following terms:

☐ I do Not Show Before Your exam begins at the scheduled time

EXAM REQUEST

Available Exam Dates *:
Standard Exam - Tuesday, August 05, 2025 (10:00 AM) ▼

Date *:
Hint: Please review: Exam Scheduling Availability.
08/05/2025 📅

Time *:
10 AM ▼ 00 ▼

Services Requested (As Applicable) *:
Hint: You are required to make a minimum of 1 selections.

☐ Distraction Reduced Environment (Facilitated by ☐ Extra Time 1.50x

6

Select the accommodations you want to use during the exam.

ix (Sent Emails)

ATIONS

ests

ditional
ation for Review

Testing

Services

tioning

STANT DATES

1
ampus Closed
y.

1
- Campus Closed
y.

7
Recess - Campus
y.

3
Recess - Campus
y.

3
- Campus Closed
y.

>

- **Standard Exam on Friday, July 11, 2025**
Time: 08:00 AM - 08:23 AM (23)
- **Standard Exam on Wednesday, July 23, 2025**
Time: 01:00 PM - 02:30 PM (90)
- **Standard Exam on Wednesday, July 30, 2025**
Time: 02:00 PM - 03:30 PM (90)

TERMS AND CONDITIONS

Please indicate that you have read and agreed to the following statements * :

- ☐ **By scheduling your exam with the Test Accommodation Center (TAC), you agree to the following terms:**
- ☐ **Late/No-Show Policy:** Your exam begins at the scheduled time, regardless of your arrival. If you arrive 1–15 minutes late, you will lose that time from your exam duration. If you arrive more than 15 minutes late, you will be considered a no-show and will not be permitted to take the exam at the TAC.
- ☐ **Identification Requirement:** You must present a physical, valid photo ID to take your exam. Accepted forms include: SDSUcard, Driver's license, & Passport. Digital copies, photocopies, or photos on your phone will not be accepted.
- ☐ **Academic Integrity:** You are expected to follow SDSU's Student Code of Conduct. If a TAC staff member suspects academic dishonesty a detailed report, including video footage, will be submitted to your instructor and the Center for Student Rights and Responsibilities will be notified, in compliance with CSU Executive Order 969.
- ☐ **Required Materials:** It is your responsibility to bring all exam-related materials approved by your instructor (e.g., Scantron, blue/green book, pencil, calculator, dictionary, notes). The TAC does not supply these items.

Available Exam Dates *

Standard Exam - Tuesday, August 05, 2025 (10:00 AM)

Date * :

Hint: Please review: [Exam Scheduling Availability.](#)

08/05/2025

Time * :

10 AM 00

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of 1 selections.

☐ Distraction Reduced Environment (Facilitated by TAC) ☐ Extra Time 1.50x

Total Exam Length:

60 Minutes

Exam Ends At:

10:00 AM + 1 Hr 0 Min = 11:00 AM

Additional Note:

7

Read all the TAC terms and conditions completely and click the boxes next to each one.

> Notetaking Services

> Video Captioning

IMPORTANT DATES

September 01
Labor Day - Campus Closed
Closed All Day.

November 11
Veterans Day - Campus Closed
Closed All Day.

November 27
Thanksgiving Recess - Campus Closed
Closed All Day.

November 28
Thanksgiving Recess - Campus Closed
Closed All Day.

December 23
Winter Recess - Campus Closed
Closed All Day.

VIEW ALL >

SIGN OUT >

TERMS AND CONDITIONS

Please indicate that you have read and agreed to the following statements * :

- ☒ **By scheduling your exam with the Test Accommodation Center (TAC), you agree to the following terms:**
- ☒ **Late/No-Show Policy:** Your exam begins at the scheduled time, regardless of your arrival. If you arrive 1–15 minutes late, you will lose that time from your exam duration. If you arrive more than 15 minutes late, you will be considered a no-show and will not be permitted to take the exam at the TAC.
- ☒ **Identification Requirement:** You must present a physical, valid photo ID to take your exam. Accepted forms include: SDSUcard, Driver's license, & Passport. Digital copies, photocopies, or photos on your phone will not be accepted.
- ☒ **Academic Integrity:** You are expected to follow SDSU's Student Code of Conduct. If a TAC staff member suspects academic dishonesty a detailed report, including video footage, will be submitted to your instructor and the Center for Student Rights and Responsibilities will be notified, in compliance with CSU Executive Order 969.
- ☒ **Required Materials:** It is your responsibility to bring all exam-related materials approved by your instructor (e.g., Scantron, blue/green book, pencil, calculator, dictionary, notes). The TAC does not supply these items.
- ☒ **Electronics Policy:** Cell phones, smartwatches, and other electronic devices are strictly prohibited in the testing area unless explicitly approved as an SDS accommodation or permitted in writing by your instructor.

TIME *

10 AM 00

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of 1 selections.

☒ Distraction Reduced Environment (Facilitated by TAC) ☒ Extra Time 1.50x

Total Exam Length:

60 Minutes x 1.50x Multiplier = 1 Hr 30 Min

Exam Ends At:

10:00 AM + 1 Hr 30 Min = 11:30 AM

Additional Note:

FORM SUBMISSION

8 Click "Add Exam Request".

November 11
Veterans Day - Campus Closed
Closed All Day.

November 27
Thanksgiving Recess - Campus Closed
Closed All Day.

November 28
Thanksgiving Recess - Campus Closed
Closed All Day.

December 23
Winter Recess - Campus Closed
Closed All Day.

VIEW ALL >

SIGN OUT >

regardless of your arrival. If you arrive 1–15 minutes late, you will lose that time from your exam duration. If you arrive more than 15 minutes late, you will be considered a no-show and will not be permitted to take the exam at the TAC.

☒ **Identification Requirement:** You must present a physical, valid photo ID to take your exam. Accepted forms include: SDSUcard, Driver's license, & Passport. Digital copies, photocopies, or photos on your phone will not be accepted.

☒ **Academic Integrity:** You are expected to follow SDSU's Student Code of Conduct. If a TAC staff member suspects academic dishonesty a detailed report, including video footage, will be submitted to your instructor and the Center for Student Rights and Responsibilities will be notified, in compliance with CSU Executive Order 969.

☒ **Required Materials:** It is your responsibility to bring all exam-related materials approved by your instructor (e.g., Scantron, blue/green book, pencil, calculator, dictionary, notes). The TAC does not supply these items.

☒ **Electronics Policy:** Cell phones, smartwatches, and other electronic devices are strictly prohibited in the testing area unless explicitly approved as an SDS accommodation or permitted in writing by your instructor.

Total Exam Length:

60 Minutes x 1.50x Multiplier = 1 Hr 30 Min

Exam Ends At:

10:00 AM + 1 Hr 30 Min = 11:30 AM

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST >

BACK TO OVERVIEW >

Version: 5.25.04.C - Licensed to Accessible Information Management, LLC. Copyright © 2010-2025 by Haris Gunadi. All rights reserved.

9 Your exam has now been scheduled! If you wish to schedule more exams for this class, select each additional exam from the "Available Exam Dates" dropdown menu and repeat steps 4, 5, & 6 for each date.

ments

t

Security

ntments

lity

Agreements

x (Sent Emails)

ATIONS

ests

Additional
ation for Review

Testing

g Services

rtioning


STANT DATES

1
ampus Closed
y.

1
- Campus Closed
y.

7
j Recess - Campus
y.

-

 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**
The system has successfully saved your action.

TESTING 108.01 - TESTING 108 (CRN: 00008)

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAMS FOR THIS COURSE

- **Standard Exam on Friday, July 11, 2025**
Time: 08:00 AM - 08:23 AM (23)
- **Standard Exam on Wednesday, July 23, 2025**
Time: 01:00 PM - 02:30 PM (90)
- **Standard Exam on Wednesday, July 30, 2025**
Time: 02:00 PM - 03:30 PM (90)
- **Standard Exam on Tuesday, August 05, 2025**
Time: 10:00 AM - 11:30 AM (90)

TERMS AND CONDITIONS

Please indicate that you have read and agreed to the following statements *:

☐ **By scheduling your exam with the Test**

EXAM REQUEST

Available Exam Dates *:

Final Exam - Friday, August 15, 2025 (10:00 AM)

Date *:

Hint: Please review: [Exam Scheduling Availability.](#)

08/15/2025

Time *:

10 AM

00

Services Requested (As Applicable) *:

Hint: You are required to make a minimum of 1 selections.

☐ Distraction Reduced Environment (Facilitated by

☐ Extra Time 1.50x

10

Viewing Your Booked Exams: Click on "Alternative Testing" in the menu on the left.

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Submit Additional Documentation for Review
- > **Alternative Testing**
- > Notetaking Services
- > Video Captioning

IMPORTANT DATES

September 01
Labor Day - Campus Closed

» MY DASHBOARD » OVERVIEW

Accommodation Requests SUMMER 2025

14
Number of Requests
[View Request Detail](#)

[+ Add Requests](#)

List of Accommodation Requests:

- [TEST COURSE 106.01 - INTRO TO TEST COURSES \(CRN: 00006\)](#)
- [TEST COURSE 107.01 - INTRO TO TESTING ACCOMMODATIONS \(CRN: 00007\)](#)
- [TESTING 108.01 - TESTING 108 \(CRN: 00008\)](#)

COUNSELOR

Name
Lynn Gagne

Phone
(619) 594-8480

Email
[Send Email](#)

Schedule An Appointment
[Request An Appointment](#)

YOUR TO DO LIST

11

On your Testing home page, you will see a list of upcoming booked exams you have at the TAC, including the one you just scheduled.

View	Approved	To Be Determined	00007	TEST COURSE	107	01	Standard Exam	07/15/2025	11:00 AM - 12:30 PM
View	Approved	To Be Determined	00001	TST	102	B	Standard Exam	07/15/2025	01:20 PM - 02:50 PM
View	Waiting for Instructor	To Be Determined	00012	TESTING	112	01	Standard Exam	07/18/2025	11:00 AM - 11:45 AM
View	Waiting for Instructor	To Be Determined	00011	TESTING	111	01	Quiz	07/18/2025	12:00 PM - 01:30 PM
View	Waiting for Instructor	To Be Determined	00014	TESTING	114	01	Standard Exam	07/21/2025	12:00 PM - 01:30 PM
View	Waiting for Instructor	To Be Determined	00013	TESTING	113	01	Quiz	07/22/2025	12:00 PM - 01:30 PM
View	Approved	3711-1	00008	TESTING	108	01	Standard Exam	07/23/2025	01:00 PM - 02:30 PM
View	Waiting for Instructor	To Be Determined	00013	TESTING	113	01	Standard Exam	07/30/2025	08:00 AM - 09:30 AM
View	Approved	3711-1	00008	TESTING	108	01	Standard Exam	07/30/2025	02:00 PM - 03:30 PM
View	Approved	3711-1	00008	TESTING	108	01	Standard Exam	08/05/2025	10:00 AM - 11:30 AM
View	Approved	3711-1	00008	TESTING	108	01	Standard Exam	08/06/2025	09:15 AM - 10:30 AM
View	Waiting for Instructor	To Be Determined	00015	TESTING	115	01	Standard Exam	08/07/2025	10:00 AM - 11:30 AM
View	Approved	3711-1	00008	TESTING	108	01	Final Exam	08/15/2025	10:00 AM - 01:00 PM

QUESTION?

12

Scheduling an Exam in a Class Without Course Instructions: If when selecting your class, you see an asterisk (*) next to the course number, that means your instructor has not yet submitted Course Instructions. Move forward to schedule your exam anyway.

Testing

Services

tioning

STANT DATES

1

Campus Closed

ny.

1

Campus Closed

ny.

7

Recess - Campus

ny.

3

Recess - Campus

ny.

3

Campus Closed

ny.

L >

IGN OUT >

5. What if your class test time is outside of the TAC hours of operation?: If your class testing time is outside of the TAC operating hours, you must schedule your exam for the latest possible time within the TAC hours on the day of the exam or provide written approval from your instructor for an alternate time to take the exam at the TAC.

SCHEDULE AN EXAM

Important Note

- Courses marked with * do not have **Course Instructions** specified by the instructor and you will be required to enter the **standard length** of the exam.

Select Course:

TESTING 115.01 - TESTING 115 (CRN: 00015)*

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range
View	Approved	3711-1	00008	TESTING	108	01	Standard Exam	07/11/2025	08:00 AM - 08:23 AM
View	Approved	3711-1	00009	TESTING	109	01	Standard Exam	07/11/2025	09:00 AM - 09:23 AM
View	Approved	3711-1	00010	TESTING	110	01	Standard Exam	07/11/2025	10:00 AM - 10:23 AM

Made with Scribe - <https://scribehow.com>

7

13

You will see a message at the top of the screen explaining our need for the Course Instructions from your instructor. Because we will not yet have the Course Instructions, the exams dates will not be populated in a dropdown menu. You should select the exam date manually and continue through the exam scheduling process. Your exam booking will go into the system, but it will remain pending until we receive Course Instructions from your instructor.

SCHEDULE AN EXAM

MY DASHBOARD > MY DASHBOARD > SCHEDULE AN EXAM

REQUEST UPCOMING EXAMS ALL EXAMS

TESTING 115.01 - TESTING 115 (CRN: 00015)

IMPORTANT MESSAGE

You are scheduling an exam for a course in which the instructor has not yet submitted Course Instructions. **We require Course Instructions in order to administer the exam.** Your exam booking will go into our system, but remain pending until we receive your instructor's Course Instructions. We will continue to reach out to your instructor once they submit their Course Instructions.

If you are able, please contact your instructor via Canvas and ask them to submit their Course Instructions. You can explain that your exam bookings at the TAC will not be locked in until they do this. We find that many instructors are more responsive to their students and best reached via Canvas.

Note: Required fields are marked with an asterisk (*).

EXAM REQUEST

Exam Type *:
 Select One

Date *:

TERMS AND CONDITIONS

Please indicate that you have read and agreed to the following statements *:
 ☐ **Late/No-Show Policy:** Your exam begins at the scheduled time, regardless of your arrival. If you arrive 1–15 minutes late, you will lose that time from your exam duration. If you arrive more

14

Late Bookings: If you try to schedule an exam less than 5 business days in advance, you will receive an error message explaining that you will not be able to schedule that exam. The message will outline your options.

There was a problem processing your request. Please check the following fields:

- Date:

YOUR EXAM HAS NOT BEEN SCHEDULED

You attempted to schedule an exam with less than 5 business days' notice (7 calendar days before the exam date). Unfortunately, we are unable to accommodate late exam requests unless they are due to unavoidable, disability-related circumstances.

If your situation involves an unavoidable, disability-related reason, please email the Test Accommodations Center (TAC) at tac@sdsu.edu with a brief explanation.

Otherwise, you will need to take the exam in class. If you have already missed the exam, please speak directly with your instructor about the possibility of a makeup, as the TAC does not proctor makeup exams. Please note that allowing a makeup exam is entirely at your instructor's discretion.

Below are some alternative arrangements you may suggest to your instructor to ensure you still receive your testing accommodations:

- Take the exam in class, but allow extended time by continuing in a separate location (e.g., the instructor's office) after class ends.
- Take the exam at an alternate time, proctored in the instructor's or department office, supervised by a student or administrative assistant.
- Coordinate with another instructor or teaching assistant to administer the exam.
- Use Testing Services, located across from the TAC in the Gateway Center. They charge a \$20 fee per exam and can be contacted at 619-594-5216 or proctor@sdsu.edu.

If you have any questions or need support, feel free to reach out to the TAC.

UPCOMING EXAMS FOR THIS COURSE

- Standard Exam on Friday, July 11, 2025
Time: 09:00 AM - 09:23 AM (23)

EXAM REQUEST

Available Exam Dates *:
 The Exam I'm Scheduling Is Not Listed

Exam Type *:
 Standard Exam