Alternative Testing Process from Accommodation Request to Exam Day

Accommodation Request
Students who are eligible for alternative testing accommodations will request the alternative testing accommodation for any relevant class each academic semester.

Disability Notification Letter
After the student requests the accommodation, class instructor(s) will receive a Disability Notification letter via email. The Disability Notification letter includes the following information and links for instructors:

- **Overview of Accommodations**
  An overview of all accommodations and accompanying descriptions.

- **Link to the DRS Instructor Portal**
  What is the DRS Instructor Portal?
  
  Similar to the student profile in the AIM information system, the instructor also has a profile. The instructor portal is an online profile the instructor can access to view student Disability Notification letters and complete the required Alternative Testing Agreement for the class.

- **Description of the Alternative Testing Agreement**
  What is the Alternative Testing Agreement?
  
  The Alternative Testing Agreement is an online form associated with class assessments (quizzes, exams, finals). The class instructor must complete this form to allow for the administration of in-class assessments outside of the classroom in the University of Pittsburgh Testing Center (UPTC) with accommodations. The purpose of this form is to provide UPTC staff with instructions regarding the administration of all assessments (quizzes, exams, finals) offered throughout the semester.

- **Alternative Testing Agreement (to be completed by the instructor)**
  The class instructor completes the Alternative Testing Agreement (as early as possible in the semester) inclusive of all information (conditions/time length) for all assessments offered during the semester.

- **Alternative Testing Request (to be submitted by the student)**
  The student submits Alternative Testing Request(s) online in advance (3 business days during the academic term and 7 business days for exams held during the fall/spring final examination period).

- **Exam Arrives in UPTC**
  The class instructor delivers the exam to UPTC per the conditions established in the Alternative Testing Agreement.

- **Exam Day**
  The student arrives at UPTC (with valid photo ID) on exam day to take the exam with accommodations.