

How to Schedule an Exam (Alternative Testing Request) in the University of Pittsburgh Testing Center (UPTC)

Disability Resources and Services
Office of Diversity and Inclusion

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1. Go to the DRS Homepage (www.drs.pitt.edu).
2. Scroll down and click on *Student Login*.
3. Login using your MyPitt credentials.
4. On the left side of the page, under *My Accommodations* click *Alternative Testing*.
5. Within the *Alternative Testing Agreement(s)* box, select the class section for which you are scheduling an exam.
 - Make sure that you select the appropriate class section (lecture/lab/recitation).
 - If the class section for which you are scheduling an exam indicates “No Alternative Testing Agreement Specified” it is in your best interest to contact your instructor immediately and request for the completion of the Alternative Testing Agreement.
6. Click *Schedule an Exam*.
7. Is your exam start time at least 3 business days* away? (All exams that take place during the Fall/Spring University Final Examination period must be scheduled 7 business days* in advance)
 - No, you will need to make alternate arrangements such as:
 1. Take the exam in class with no accommodations, or
 2. Discuss another possibility with the instructor (*Please note that instructors are not required to accommodate students who miss the exam scheduling deadline.*)
 - Yes, within the *Exam Detail* box complete the required fields:
 1. *Request Type*: Select Quiz/Exam/Final Exam as it applies.
 - **Important note regarding Fall/Spring University Final Examination period**: All exams that take place during the Fall/Spring University Final Examination period MUST be scheduled as the “Final Exam” Request Type. If “Final Exam” is not an option listed, you will need to contact your instructor immediately, and ask that the Alternative Testing Agreement be updated to reflect a regular class exam length for “Final Exam” to allow for you to submit your exam request accordingly.
 2. *Date/Time*: Be sure that you are submitting the request for the exact date and time the class is taking the exam unless you have received permission from the instructor indicating otherwise.
 - **Important note regarding Fall/Spring University Final Examination period**: UPTC has extended hours for the Fall/Spring University Final Examination period and all exams must begin on the hour. Please reference the *Exam Schedule Availability* table.
 3. Within the *Services Requested* box, select the applicable accommodations for the specific exam.
8. When you are ready to submit your exam request click *Add Exam Request*.
9. Upon successful submission of your exam request, “SYSTEM UPDATE IS SUCCESSFUL” will reflect at the top of the page.

(Repeat steps 4 through 9 to schedule another exam)

*The business day ends at 5:00pm, weekends and Holidays do not count as business days

Modifying or Canceling an Existing Alternative Testing Request

You are encouraged to cancel any requests for exams/quizzes/finals you will not be taking in UPTC.

Students can modify/cancel alternative testing requests independently on the *Alternative Testing* page of the student portal by clicking either *Modify Request* or *Cancel Request* next to the desired alternative testing request.

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.

Sample email to 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 for (*x date*) at (*x time*). If you approve of this change, please 'reply all' to inform the DRS Alternative Testing Coordinator who will reschedule my request.

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

Please contact DRS at 412-648-7890 during business hours (Monday – Friday 8:30 am to 5:00 pm) with any questions.