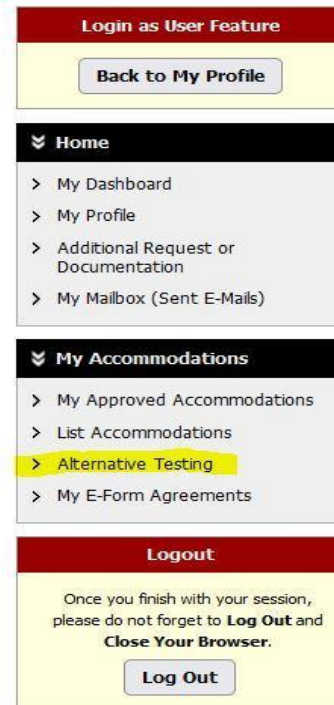


EXAM REQUEST FORM GUIDE – FOR STUDENTS SPRING SEMESTER 2023

This guide provides students in classes that are participating in the Spring 2023 Alternative Testing Program an overview of how to submit exam requests. **Students are only able to submit exam requests once professors/TAs provide us with the exam dates for their classes. Until this happens, students will not be able to enter exam requests. You should also review the [FAQs](#) for students in classes participating in the program this semester – this guide goes [hand-in-hand with the FAQ](#).**

1. To begin, first make sure that the class for which you are requesting exams is participating in the Spring 2023 Alternative Testing program (you can find the classes that are participating [here](#)). Once you are certain that your class is participating, log in to your SDS Student Portal (<https://cascade.accessiblelearning.com/Cornell/>).



2. Select “Alternative Testing” on the left hand column.

3. You’ll be presented with a list of your classes for Spring 2023. Remember that this list includes ALL of your classes. You should only submit exam requests for classes that are part of the ATP. If you submit a request for a class that is not currently participating in this program, we will not be able to process your request. For those classes not participating, your instructor/TA will be managing your accommodated exams. Select your participating class from the drop down menu and then “Schedule an Exam”.

ALTERNATIVE TESTING

Exam Instruction Form(s)

Below is the list of all Exam Instruction Form(s) submitted through the system.

Before proceeding, please ensure that you are requesting testing accommodations for a class currently in the Spring 2023 Alternative Testing Program (ATP) during Spring 2023 -- if you are unsure, please confirm with your professor/TA.

When requesting exams, you should select an exam time that is the same as your class meeting time. This allows for automatic approval and reduces delays.

You should only select a conflict exam time if you are unable to take the exam at the same time as the main exam (for example, if you have a class afterwards that would prevent you from using your extra time accommodation). Conflict exams will need to be manually approved.

Select Class:

Select One

Schedule an

Select One

ART 2017.001 - History of Art in the 19th Century (X9999)

EXAM REQUEST FORM GUIDE – FOR STUDENTS SPRING SEMESTER 2023

4. The exam request form now appears. You'll see your class along the middle of the form, along with your class meeting times days. In the drop down menu that appears, you will see a list of all of the exams that you are eligible to sign up for. The types of exams you may sign up for and their dates have been pre-populated in the drop-down menu:
- a. **DAYTIME EXAMS** – These are exams that occur during your regular class meeting time. Generally, these are the exams you should select. When entering the exam time, you should enter the time that your class meets, and you should submit a request for each exam date.

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MWF	11:00 AM	11:55 AM	01/23/2023 - 05/09/2023	Not Specified

Exam Detail

Exam Instruction Form Type: **Alternative Testing Program (ATP) Spring 2023**

Exam Dates *: **Daytime Exam on 02/15/2023 (50 Minutes)**

Time *: **11 AM** **00**

Services Requested (As Applicable) *

☐ Exams - Accessible format

☒ Exams-200%-all

☐ Exams-memory aid*

☐ Exams-reduced distraction

☐ Exams-stop the clock-untimed

Additional Note:

Add Exam Request

Back to Testing Requests Overview

- b. **DAYTIME EXAM CONFLICT EXAM (8AM START)** – This type of exam, if available for you to select, is what you should sign up for if you're unable to start the exam at the same time as the main class exam. For example, if you have extra time accommodations and your next class would conflict with letting you use your extra time accommodation. This exam time has been approved by your faculty if you are able to see it in your list of options and you should only select it if you are unable to make the main exam time. Your exam time should be entered as 8am on the same day as the main exam date. In the example below, selecting the 8am conflict exam and selecting a time other than 8am will cause a form submission error. If you select 8am conflict exam, you can only enter 8am as your exam time.

EXAM REQUEST FORM GUIDE – FOR STUDENTS SPRING SEMESTER 2023

**FORM SUBMISSION ERROR**

There was a problem processing your request. Please check the following field(s):

- Time:** Exam requests should be scheduled within the time frame of: **08:00 AM**. Due to the extra time (if applicable) being added to the standard exam length, the system may also find that your exam's end time might be beyond the allowed time frame.

Exam Detail

Exam Instruction Form Type: **Alternative Testing Program (ATP) Spring 2023**

Exam Dates *: **Daytime Exam - Conflict Exam (8am start) on 02/15/2023 (50 Minutes)** ▼

Time *: **11 AM** ▼ **00** ▼

Services Requested (As Applicable) *

☐ Exams - Accessible format ☒ Exams-200%-all
☐ Exams-memory aid* ☐ Exams-reduced distraction
☐ Exams-stop the clock-untimed

Additional Note:

Add Exam Request

Back to Testing Requests Overview

- c. **DAYTIME EXAM CONFLICT EXAM (5PM)** – Like with the 8am conflict exam time, if you see this exam type in the dropdown menu, it means that your professor has approved 5pm as the time for you to take your exam if you cannot take the main exam at the same time as the class does. If you are unable to take your exam at the same time as your class because you have a conflict and you see 5pm as the conflict option, you must select it as your conflict exam time.

**FORM SUBMISSION ERROR**

There was a problem processing your request. Please check the following field(s):

- Time:** Exam requests should be scheduled within the time frame of: **05:00 PM**. Due to the extra time (if applicable) being added to the standard exam length, the system may also find that your exam's end time might be beyond the allowed time frame.

Exam Detail

Exam Instruction Form Type: **Alternative Testing Program (ATP) Spring 2023**

Exam Dates *: **Daytime Exam - Conflict Exam (5pm start) on 02/15/2023 (50 Minutes)** ▼

Time *: **11 AM** ▼ **00** ▼

Services Requested (As Applicable) *

☐ Exams - Accessible format ☒ Exams-200%-all
☐ Exams-memory aid* ☐ Exams-reduced distraction
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Additional Note:

Add Exam Request

Back to Testing Requests Overview

EXAM REQUEST FORM GUIDE – FOR STUDENTS SPRING SEMESTER 2023

- d. **EVENING PRELIM** – This exam is your evening prelims, but you must select 6:30PM as your exam time. All evening prelims for classes participating in the program must start at 6:30pm in order to reduce the likelihood that you'll end your exams at a very late time in the evening. Starting an hour earlier allows you to finish at a reasonable time.

**** IMPORTANT NOTE: If you see both 5pm and 8am as options available for you to select, it means your professor has approved both 8am and 5pm as the conflict exam time and you can select either one if you have a conflict with the main exam start time. ****

- 5. Once you have selected your exam type and time, select “Add Exam Request”. Depending on the exam type you selected, your request will be processed in one of several ways:
 - a. **DAYTIME EXAM THAT STARTS AT THE SAME TIME AS THE MAIN EXAM:** This request will be automatically approved and you'll receive an email notification. This notification will not contain the location for the exam – this will be assigned closer to the exam date. Once a location is assigned, you'll then receive an updated notification for your exam with the location. You will receive a separate email for each exam in each class you submit.
 - b. **DAYTIME CONFLICT EXAM – EITHER 8AM or 5PM:** This request will need to be manually approved. You'll receive an e-mail confirmation stating that your exam request has been received. It will be reviewed and your academic conflict will be verified prior to approval. You may be contacted separately by SDS to confirm your conflict. Once your request for this exam type is reviewed, you'll receive an email notification stating that you've either been approved or denied (along with a reason for denial if appropriate).
 - c. **EVENING PRELIM:** As long as you select 6:30PM, your exam request will be automatically approved and you'll receive an email notification. The location of the exam may not be immediately available; if you do not see an exam location, it has not been assigned yet. Once it has, you will receive a second notification by email with the exam location.
- 6. Remember the following points:
 - a. You may always review your exam request submissions in your SDS Student Portal. This will give you the most up-to-date information on whether your exam request has been approved, denied, or is still processing.
 - b. To prevent your request from going into manual approval, you should generally select “Daytime Exam” (without a conflict time) or “Evening Prelim” (starting at 6:30PM) as your exam type. Selecting a conflict time triggers manual review and slows down the approval process.
 - c. If you receive a notification saying that your exam is being reviewed, please be patient as it may take up to 2-3 business days for your request to be processed.
 - d. Initially, requests that are automatically approved will likely not have a location listed. This is normal – locations for exams are assigned as the exam date gets closer. If it is 2 days prior to your exam date and your location has not been assigned, please e-mail sds-testing@cornell.edu with your class and date of your exam for further help.

EXAM REQUEST FORM GUIDE – FOR STUDENTS SPRING SEMESTER 2023

- e. You should only submit exam requests for classes that are participating in the pilot! See the top of this guide for a link to the classes that are participating in the Spring 2023 program.
- f. If you log in to your student portal and are unable to select your class, this means your professors/TA have not provided us with your exam dates. Once they do so, you will be able to enter your requests. We are working with faculty to make this process as quick and painless as possible and very much appreciate your patience and willingness to go through this process. Our aim is to provide a more consistent, dependable process by which you take your exams, and your help with this program this semester is critical to its success.