

Test Request

- Test request should be submitted five (5) business days prior to the test.
- If you miss the deadline, email odstests@apsu.edu include the course, time, and date of the test requesting.
- Students must take exams/test during the same day and time as the class unless it conflicts with another course. The instructor must give students permission, to schedule test at a different time. Permission must be emailed to odstests@apsu.edu will not accept verbal communication from students.
- Arrive 10-15 minutes prior to scheduled test.
- If you are 15 minutes or more late your test may be rescheduled (at the discretion of ODS). Students who arrive or start exam late will have that time deducted from their scheduled time.
- Only instructor approved testing materials will be allowed. No cell phones or other electronic devices are allowed in the testing room, unless pre-approved.
- All coats, hats, hooded jackets, and personal items must be removed and placed in a locker, unless pre-approved.
- All beverages must have lids, no food allowed in the testing rooms.
- Noise canceling headphones and earplugs are available upon request. Testing rooms are monitored via video camera. If academic dishonesty occurs, the video will be made available to the instructor to verify. An instructor may request the video from ODS for any reason.

Instructions

1. Log in to your Accommodation Portal to schedule a test at - <https://teton.accessiblelearning.com/APSU>

2. Once at the login screen.
3. Type your username.
4. Password.
5. Click - sign in.
6. You will be taken to your accommodations portal dashboard.
7. Scroll down to the tab labeled - My Accommodations.
8. Click on the link labeled Alternative Testing.
9. Under the section labeled Alternative Testing Agreements.
10. Under the drop down select the class that you like to schedule an exam for.
11. Click the button - schedule an exam.
12. In the Area labeled Exam Detail.
13. Select the Request type, from the drop menu.
14. Specify date & time.
15. Select the accommodations you would like for the class.
16. Click “Add Exam Request” to complete your request.
17. Once you have requested an exam, a green check mark at the top of your page will appear, that says the system update was successful.