Student Accessibility Management
Schedule a Test

How to Schedule a Test in SAM

Use this process if your Advocacy/Notification memo indicates that you are eligible to take tests in Student Disability Services and you choose to do so. Note that only requests for distracted reduced location, reader or scribe will be scheduled in SDS. Please plan to take your test at the Memorial Field House.

If you are taking tests in the Memorial Field House Test Center, the Law School, or on the Health Science campus, you will follow a the process which is outlined in your memo. Please notify your instructor of your testing location.

You do not have to follow this process if your instructor is administering the test in his/her office or in the classroom.

To schedule a test in SDS

- Login to SAM using your UTAD username and password
- Click Alternative Testing on the side menu bar
- Select the class for which you wish to schedule a test
- If you want to view the testing contract that you filled out with your instructor, click View Alternative Testing Contract
- Click Schedule an Exam
The system will display SDS testing policies. This will show you the earliest date you can schedule your test based on the type of test you wish to schedule and the office’s timeline requirement for that test type. If you need to take a test earlier than the date listed, please contact your faculty member to discuss alternative arrangements.

- Scroll to the bottom of the page
- Select which type of test you are scheduling
- Enter the date of the test
- Select the start time of the test. **Note**: Testing start and end times must be during our normal business hours 8:15 a.m. -5:00 p.m. Tests are not approved outside of business hours.
- Select the testing accommodations you require for this test. The system will display only the testing accommodations for which you are eligible.
  - **Note**: SDS will only approve request for scheduled test in the SDS office when an accommodation requests for Individually Monitored Room, Reader or Scribe are required. Without these accommodation requirements, you should plan to take your test the Memorial Field House Testing Center. You must inform your instructor you will take the test at Memorial Field House in order for them to provide the test at the correct testing location
- To leave a note for the Testing Coordinator, write that note in the Additional Note box.
- Click Add Exam Request
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- A green checkmark and the message **System has successfully processed your request** will be displayed.
- You will also get a confirmation email outlining the details of the test.
- A reminder email will be sent to you a few days before the scheduled test date.