How to Schedule a Test in SAM

NOTE: This should only be completed if your Advocacy/Notification memo indicates that you are eligible to take tests in the Office of Academic Access and you choose to do that. If you are taking tests in the Field House Test Center, the Law School, or on the Health Science campus, you will follow a different process which is outlined in your memo. You do not have to follow this process if your instructor is administering the test in his/her office or in the classroom.

1. Login to SAM using your UTAD username and password

2. Click “Alternative Testing” on the side menu bar
3. Select the class for which you wish to schedule a test
4. If you want to view the testing contract that you filled out with your instructor, click “View Alternative Testing Contract”
5. Click “Schedule an Exam”
6. You will be presented with the Office of Academic Access’s 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.

7. Scroll to the bottom of the page
8. Select which type of test you are scheduling
9. Indicate the date of the test
10. Indicate the start time of the test
11. Select the testing accommodations you would like to request for this test. You will only be presented with the testing accommodations for which you have been found eligible.

12. If you would like to leave a note for the Testing Coordinator, please write that in the “Additional Note” box.

13. Click “Add Exam Request”

14. 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.