

How to Schedule, Modify, or Cancel an Exam

Step 1: Go to <https://york.accessiblelearning.com/Akron>.

Step 2: Log into STARS using your UANetID and password.

Step 3: Select **Alternative Testing** on the left side.

Step 4: Select the class in the drop down box and click **Schedule an Exam**.

NOTE: Only classes for which your instructor has completed an Accessibility Testing Agreement will appear. If the class you need to submit a test request for is not available to select, please contact your instructor to request they complete the Accessibility Testing Agreement found on your letter of accommodation.

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system.
 If you do not see your course listed, this means that your alternative testing agreement **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.
 Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: 1000 100.001 - OA test course (30000) ▼

Step 5: Fill out the **Request Type, Date, Time, Standard Length of Exam, Services Requested**, and any **Additional Notes** that you may have, then select **Add Exam Request**.

Exam Detail

Alternative Testing Agreement Type: **Accessibility Testing Agreement**

Request Type: Select One ▼

View: Exam Schedule Availability

Campus Location: Main Campus ▼

Date:
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time: Select ▼ Select ▼

Standard Length of Exam (Specified by Student):

Note: **DO NOT CALCULATE YOUR OWN EXTENDED TIME.** Please enter the time (IN MINUTES) that each student receives for this exam. We will automatically calculate your extended time based on your accommodation.

Services Requested (As Applicable)

50% Time Extension (OA)
 Reader

Testing in Distraction Reduced Space (OA)

Additional Note:

Step 6: To modify or cancel your request, select the **Alternative Testing** link on the left hand side.

Step 7: Choose whether you want to modify or cancel the request.

My Dashboard

Home >> My Dashboard >> **Alternative Testing**

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

ALTERNATIVE TESTING

List Class(es) with Alternative Testing as Accommodation

Select Class: **2040 256.001 - Diversity in American Society**

[Schedule Exam](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

2820 112.001 - Intro & Analytical Chemistry	View Other Exams
Quiz - Wednesday, March 20, 2019 at 03:00 PM	Modify Request Cancel Request
Status: Approved Location: 105.E	
Campus: Main Campus	
Request Entered on Thursday, March 14, 2019 at 03:07:59 PM	

Late Exam Requests:

If the exam request you are submitting is considered late, meaning you are submitting the request less than 4 business days in advance for tests and quizzes or less than 1 full week in advance for midterms and finals, a “Late Exam Request” screen will appear after you click “Add Exam Request”. Your late exam request will not be submitted for review unless you complete the “Late Exam Request” box.

Late Exam Request

Reason: **Select One**

If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing agreement)

[Submit Late Exam Request](#) [Back to Exam Detail or Modify Date](#)