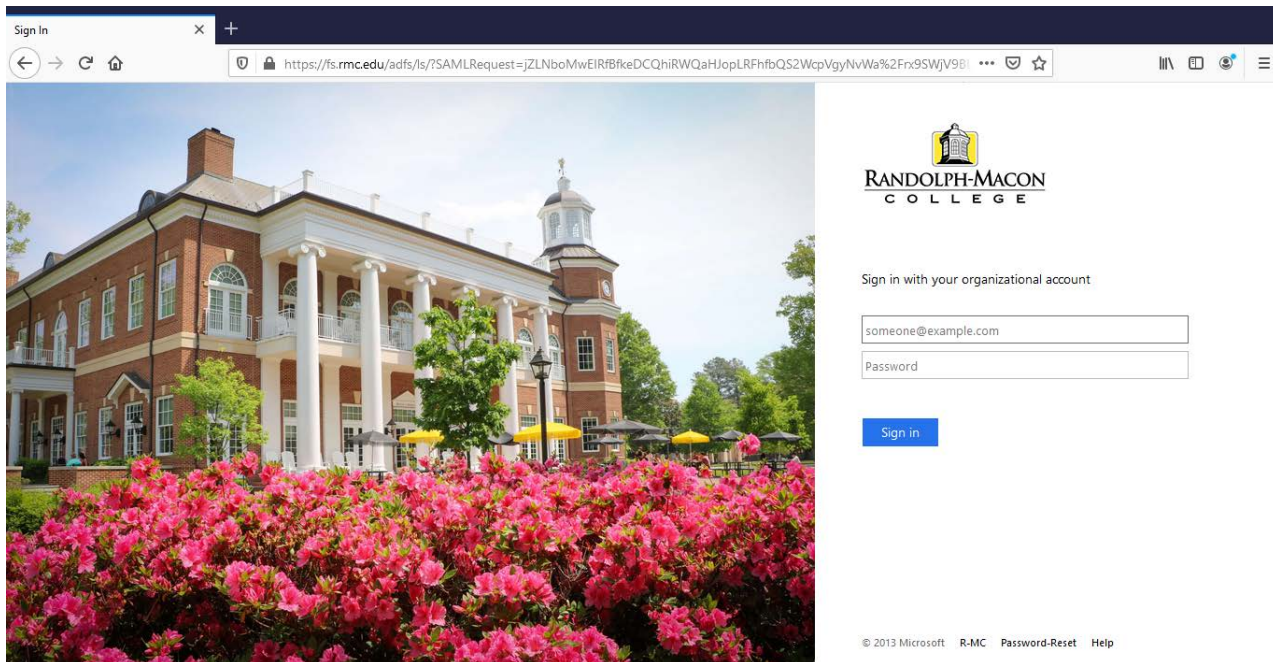


How to Schedule an Assessment (Quiz, Exam, or Final) in Disability Services Online (DSO)


NOTE: Only follow these steps if you are requesting an assessment to be proctored by Disability Services. If you intend to complete your assessments with your class, you should not complete a request through Disability Services. Additionally, if the assessments are not proctored in-person (i.e. if it is remote or a take home assessment), DS will not proctor this assessment.

1. Go to the Randolph-Macon College's "Welcome to Online Services" landing page by using the following link: <https://bachelor.accessiblelearning.com/RMC/> Enter the same R-MC credentials used to check your student email account or log in to a computer on campus. Include "@go.rmc.edu" when entering your username.



Sign In

https://fs.rmc.edu/adfs/ls/?SAMLRequest=jZLNboMwElRfBfkeDCQhRWQaHJopLRfHfbQS2WcpVgyNvWa%2Frx9SWjv99l



RANDOLPH-MACON
COLLEGE

Sign in with your organizational account

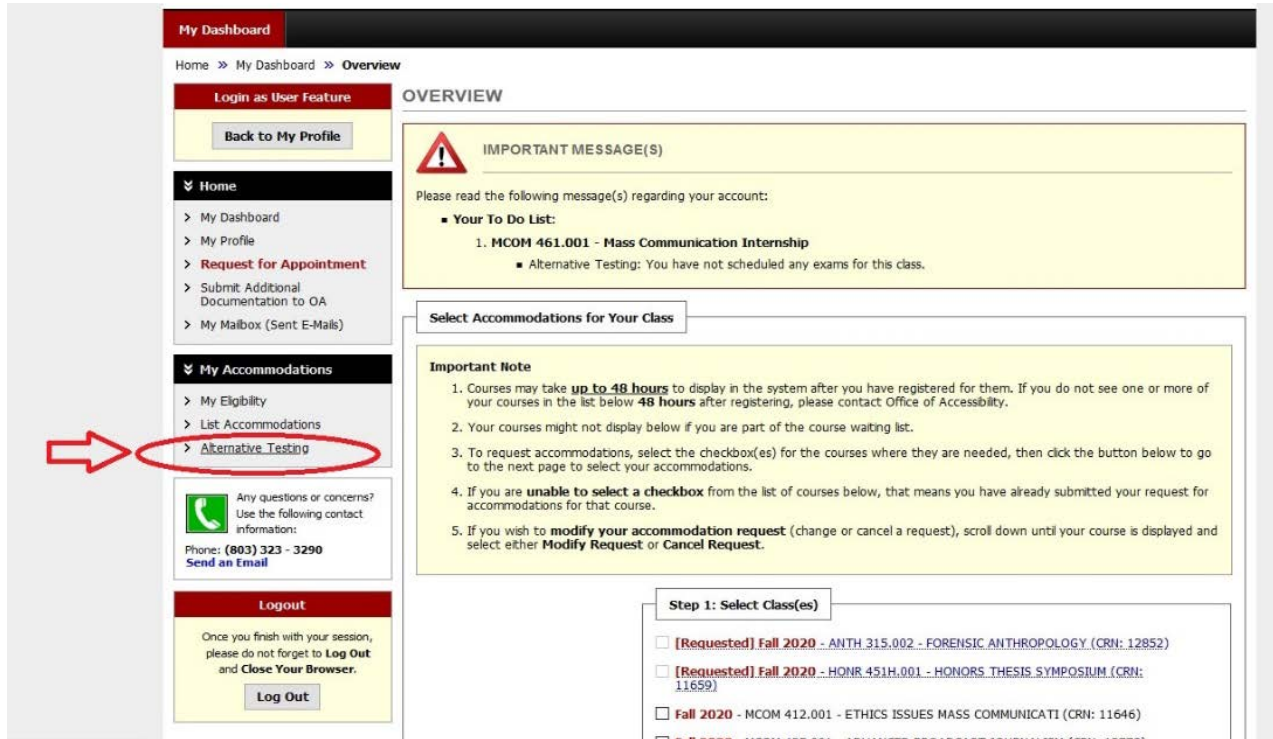
someone@example.com

Password

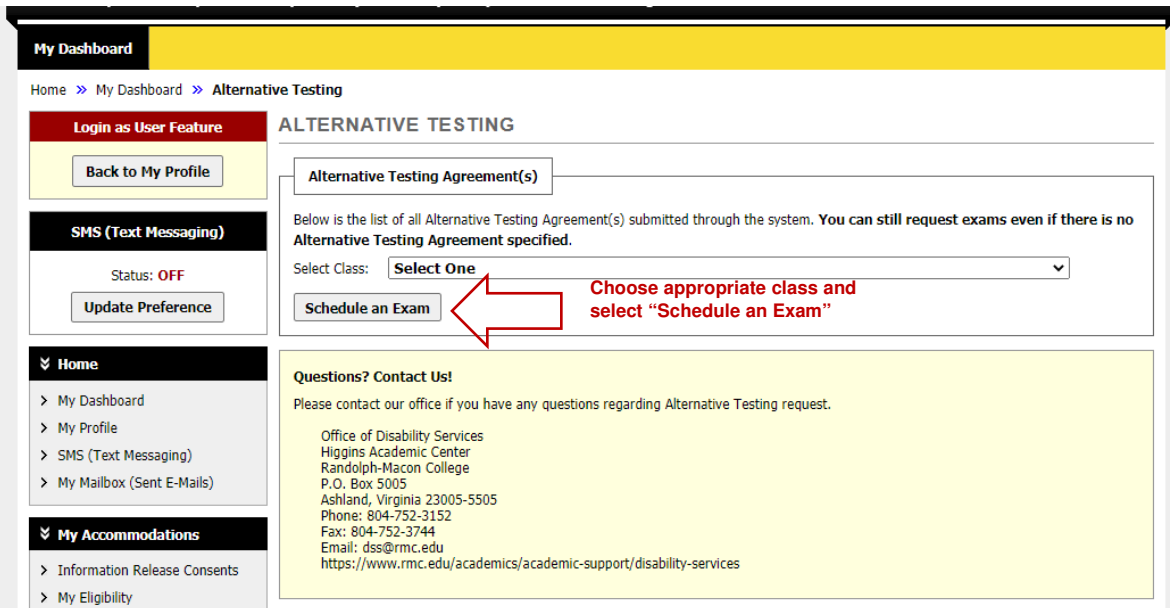
Sign in

© 2013 Microsoft R-MC Password-Reset Help

2. Go to "Alternative Testing" found under the "My Accommodations" tab on the left side.



3. Select the class you wish to schedule an assessment for from the drop-down menu. Then, click "Schedule an Exam".



Note: The Alternative Testing Agreement allows the instructor to give the Office of Disability Services important information needed to proctor your assessment. You can request your assessments **with or without your instructor's submission of the Alternative Testing Agreement. However, the instructor must complete the agreement by the*

assessment date in order for DS to administer the assessment. If they have not completed the agreement in a timely manner and they need assistance, please refer them to Disability Services. They can contact DS via email DSS@rmc.edu or phone 804-752-3152. We would be happy to help them navigate the system!

- Above the assessment detail, a class schedule and location will be displayed. **Students must test at the same date and time as the rest of their class unless there is a valid academic conflict.**

Request Type: Specify if your request is for a Quiz, Exam, or Final.

Date: Enter date of the assessment.

Time: Enter time of the assessment.

Services Requested: Select which accommodations you want to use for the assessment. *All approved assessment accommodations will automatically show here.*

Additional Note: Include any additional information for the assessment proctor (example: requesting proctoring to start later than the rest of the class due to back-to-back classes).

Once the form is completed, click “Add Exam Request”.

Logout
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
Log Out

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
	N/A	N/A	05/18/2020 - 08/12/2020	TBA

Exam Detail

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

Request Type: **Quiz**

[View: Exam Schedule Availability](#)

Date: **7/13/2020**
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time: **3 PM** **00**

Services Requested (As Applicable) *

Distraction-Reduced Testing Environment Extended Time 50%

Additional Note:
Select "Add Exam Request"

Add Exam Request **Back to Testing Requests Overview**

Choose assessment type: Quiz, Exam, Final

Select accommodations desired for each specific test. Options available will depend upon approved accommodations for each student.

- Exam and quiz requests must be received **seven (7) days prior to the exam/quiz date**. For example, seven (7) days prior to a Monday exam is the previous Monday. Final exam request must be received **two weeks (14 days) prior to the final date**.

If you submit a request with less than seven days notice (fourteen for final exams), you will be directed to a second page after clicking the “Add Exam Request” option in the previous image. You must submit a reason as to why your request is late. **Your request will not go through if you do not complete this step.**

Disability Services makes a good faith effort to accommodate all assessment requests, but may not be able to proctor an assessment without sufficient notice. Should DS be unable to proctor your assessment due to your late request, a denial email will be sent to you and your instructor and alternate testing arrangements will need to be made with your faculty member.

To confirm that your request went through, you can check the DSO account under “Alternative Testing” within the “My Accommodations” tab on the left side. You will also receive a confirmation email to your R-MC account upon completion of the request.

6. If your assessment is cancelled or you are unable to keep your appointment, **please remember to cancel your exam request through DSO**. Log-onto your DSO account and select “Alternative Testing” under the “My Accommodations” tab on the left side. In the “Upcoming Exam Request(s) for the Current Term”, click “**Cancel Request**”. Cancelled requests may not always be rescheduled if the reason for the cancellation is not approved by your instructor and Disability Services staff.

Welcome **Student** My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My Dashboard

Home » My Dashboard » Alternative Testing

Login as User Feature

Back to My Profile

Home

- > My Dashboard
- > My Profile
- > Request for Appointment
- > Submit Additional Documentation to OA
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing

Any questions or concerns? Use the following contact information:

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. You can still request exams even if there is no Alternative Testing Agreement specified.

Select Class:

Schedule an Exam

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

MCOM 461.001 - Mass Communication Internship	View Other Exams
--	----------------------------------

Standard Exam - Tuesday, July 21, 2020 - 03:00 PM - 04:53 PM (113) [Modify Request](#) [Cancel Request](#)

Status: **Approved**

Approved Accommodation(s):

- Distraction-Reduced Testing Environment
- Extended Time 50%

Request Entered on Monday, July 13, 2020 at 11:34:47 AM

For whatever reason, if you no longer need to take your exam at the Test Center, please cancel your request here!

7. If your assessment is rescheduled or you need to modify information in your request, log-onto your DSO account and select “Alternative Testing” under the “My Accommodations” tab on the left side. In the “Upcoming Exam Request(s) for the Current Term”, click “**Modify Request**”.

The screenshot displays the DSO account interface. On the left sidebar, under the 'My Accommodations' tab, the 'Alternative Testing' option is highlighted with a red circle. The main content area is titled 'UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM'. It shows a request for 'MCOM 461.001 - Mass Communication Internship' with a 'Standard Exam - Tuesday, July 21, 2020 - 03:00 PM - 04:53 PM (113)'. The status is 'Approved'. The 'Approved Accommodation(s)' list includes 'Distraction-Reduced Testing Environment' and 'Extended Time 50%'. The request was entered on Monday, July 13, 2020 at 11:34:47 AM. In the top right corner of the request details, the 'Modify Request' link is circled in red.

*****If you have any questions concerning the new process for requesting assessment proctoring by Disability Services in DSO, contact the Office of Disability Services at DSS@rmc.edu or 804-752-3152. We are here to help you!**