SOUTHWESTERN UNIVERSITY

Center for Academic Success

Steps to Scheduling Exam Completion in the Center for Academic Success

Here is a three-minute video on how to schedule your exam completion(s) in the Center for Academic Success (CAS): (https://www.southwestern.edu/live/files/7472-how-to-request-an-exam).

Here are the steps to schedule exam completion in the CAS as outlined in the video:

1. Sign into SSD Online Services https://rainier.accessiblelearning.com/Southwestern) using your SUeID and password. [Note: Please do this at least two business days (M-F, 8-5) before the exam will be administered in your classroom.]

2. Under "My Accommodations" on the left side of your screen, select "Alternative Testing."

3. Under "Alternative Testing Agreement(s)," select from the drop-down menu the class for which you want to schedule your exam, and click "Schedule an Exam."

4. Under "Exam Detail," select the type of test you need to schedule (quiz, exam, or final).

5. Enter the date and time that you'd like to take the exam. (Note: This time should be the same as when the rest of the class will be taking the exam, unless this would present a conflict with your class schedule or would fall outside the CAS's normal business hours. If there is such a conflict, please work with your professor to determine an appropriate alternative date/time.)

6. Select the approved accommodations you will need for the exam.

7. Click the "Add Exam Request" button.

8. You should see "System Update is Successful" at the top of your screen. An email confirming that your request has been successfully submitted will be sent to your SU email account.

9. Once your request has been approved by staff members of the CAS in accordance with your professor's Alternative Testing Agreement for the course, you will receive a second email confirming that your request has been approved. Your professor also will receive an email notifying them of the date/time you will be completing the exam, along with a link through which your professor can upload the exam to our secure website.