



SOUTHWESTERN UNIVERSITY

Office of Academic Success and Accommodations

Steps to Scheduling Exams and Quizzes in the Office of Academic Success and Accommodations

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 "Schedule an Exam," select from the drop-down menu the course for which you want to schedule your exam, and click the "Schedule an Exam" button.
4. Under "Exam Request," 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 OASA's normal business hours (M-F, 8-5). If there is such a conflict, please refer to your professor's Alternative Testing Agreement and/or work with your professor to determine an appropriate alternative date/time.)
6. Specify the standard length of time for which your professor is allowing for exam completion in class.
7. Select the approved accommodations you will need for the exam.
8. Click the "Add Exam Request" button.
9. 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.
10. Once your request has been approved by staff members of the OASA 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.