How to Complete an Alternative Testing Contract

Before completing and submitting an Alternative Testing Contract, make sure you have already submitted your Accommodation Request. For instructions on how to submit an Accommodation Request, please reference How to Request to Activate Accommodations Each Semester.

Please note: An Alternative Testing Contract must be completed prior to submitting any exam requests. If you do not intend to use testing accommodations for any or all of your classes, you do not need to complete a contract. If there are no quizzes, tests, or exams in any or all of your classes, you do not need to complete a contract.

Step 1:

Visit the Goldman Center for Student Accessibility website. Select the green Login button (Figure 1).

Figure 1: Goldman Center website with red arrow pointing to the green “Login” button.

Great Minds Think Differently
Step 2:
Sign-in to the portal using your Tulane Single Sign-On (Figure 2).

![Figure 2: Accommodations Sign-In page screenshot with red box around the username and password fields.]

Step 3:
Navigate to the menu on the left of the page and scroll down to My Accommodations (Figure 3).
Select ‘Alternative Testing.’

![Figure 3: “My Accommodations” screenshot. Red box around the “Alternative Testing” option.]

Great Minds Think Differently
Step 4:

Navigate to the heading **Alternative Testing Contract(s)**. Click-on ‘**Submit Alternative Testing Contract**’ (Figure 4).

*Figure 4: Image is a screenshot of the “Submit Alternative Contract” page. A red box is around the option to submit a contract.*
Step 5:

Navigate to the **Select Your Class** heading. Select the class you wish to complete a contract for from the class dropdown window (Figure 5).

On the same screen, navigate to the **Select Alternative Testing Contract Type** heading.

Bubble-in next to the **Goldman Center Testing Contract**.

Click on the ‘**Step 3 – Continue to Fill Alternative Testing**’ button.

---

**Figure 5**: Image is a screenshot of the “Enter Alternative Testing Contract” page. A red box is around the class dropdown option, the Goldman Center Testing Contract option, and the “Step 3 – Continue to Fill Alternative Testing” button.
Step 6:

Complete the **Alternative Testing Contract** with your instructor (Figure 6). The majority of the information required on the contract will be relayed to you via your instructor and/or your class syllabus.

**Figure 6: Image is a screenshot of an Alternative Testing Contract. The contract description is outlined with a red box.**
Step 7:

Once all required fields are complete, scroll to the bottom of the contract. Be sure to check-off all 3 boxes in the Term(s) and Condition(s) box. Click-on the ‘Submit Alternative Testing’ button (Figure 7).

Figure 7: Image is a screenshot of an Alternative Testing Contract. The “Submit Alternative Testing” box is outlined in red.
Step 8:

At the top of the screen, you will see a green checkmark that indicates your contract was submitted successfully (Figure 8).

The Terms and Conditions of Scheduling Exam and the Exam Detail will also appear. You are now able to schedule your quizzes, exams, and final exams using the online portal.

Figure 8: Image is a screenshot of a successfully submitted Alternative Testing Contract. A red circle is around the green checkmark.