How to Submit an Exam Request

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

Please note: All exam requests must be submitted by 5:00 p.m. at least 4 business days (this does not include the date of the scheduled exam) prior to the date of your exam. For instructions on submitting a late exam request, please visit...

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.](image)
Step 2:
Sign-in to the portal using your Tulane Single Sign-On (Figure 2).

![Accommodations Sign-In page screenshot with red box around the username and password fields.](image)

**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.**’

![“My Accommodations” screenshot. Red box around the “Alternative Testing” option.](image)

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

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Step 4:

Navigate to the heading **Alternative Testing Contract(s)**. From the drop-down box, select the class for which you will be scheduling an exam (Figure 4).

Once the class is selected, click-on ‘**Schedule an Exam.**’

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**Figure 4**: “Schedule an Exam” screenshot. Image is of the “Select Class” drop-down box and the “Schedule an Exam” button. A red box is around the dropdown arrow and scheduling button.
Step 5:

Scroll down to the heading **Exam Detail** and fill out the required information in section (Figure 5). Be sure to select the correct exam date and time according to your Alternative Testing Contract.

Under the heading **Services Requested**, be sure to select which testing accommodations you wish to use for this specific exam.

If you have any specific requests or questions, you may enter this information in the **Additional Note** text box.

Please be advised that if you have a *time-sensitive* question, you should call the Goldman Center for Student Accessibility (504-862-8433) as soon as possible.

To submit your exam request, select the ‘**Add Exam Request**’ button.

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*Figure 5: “Exam Detail” screenshot. Required fields are: Request Type, Date, Time, and Services Requested. Additional Note is also pictured, but not a required field. A red box is around the “Add Exam Request” button.*

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Step 6:
The page will display a checkmark stating that the system has **successfully** processed your request (Figure 6).

![System successfully processed request screenshot](image)

**Figure 6:** System successfully processed request screenshot. A red circle is around the green checkmark.

Continue to scroll down to review the list of exam requests you have successfully submitted (Figure 7).

<table>
<thead>
<tr>
<th>CLASS SCHEDULE(S) AND LOCATION(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>MW</td>
</tr>
</tbody>
</table>

![Upcoming exam request(s) for the current class screenshot](image)

**Figure 7:** List of upcoming exam request(s) for the current class screenshot. Also displayed is the date and time of the exam, the location, and the options to modify or cancel the original request.