Student submits a Semester Request with SDAO by November 1st/March 16th and is granted testing accommodations for that semester.

Student reads informational flyer from SDAO on how testing accommodations are provided.

Student checks each of their syllabi to learn how their accommodations will be provided.

Student requests appointment at the Testing Center through Accommodate.

Instructor decides whether or not they will use the Testing Center to provide testing accommodations.

Instructor includes paragraph in syllabi explaining they will use the testing center to provide testing accommodations.

Reasons for decline...
1. Incorrect information
2. Instructor not using Testing Center for this course.

Instructor declines request and provides explanation.

Instructor approves request.

Testing Center declines request.

Testing Center approves request.

If there is time and permission, student submits a new modified request.

Student receives notification of decline from the Testing Center.

Instructor and student receive Missed Exam notification email.

Student does not attend appointment to complete exam.

Student and instructor receive reminder emails.

Student attends appointment and completes exam.

Instructor receives completed exam within 48 hours.

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