

A student can login to My SDC Online by visiting <u>https://sdc.ucdavis.edu/studentportal</u> Upon logging in if you are eligible for classes you will be presented with the Welcome Page below. If you have an examination scheduled by your instructor the listing will appear in the bottom portion of the page. Below is an example.

| Welcome Jill! | | | | | |
|---|---------------------------------------|-------------------------------------|-----------------|----------------------|--|
| You are eligible for services. To make a request for this term use the Request Accommodations button. Your current course information will be displayed. Follow the instructions to obtain your Letter of Accommodation for each course. | | | | | |
| As Letters of Accommodation are created, they are listed | d under the drop-down list in the up | per right corner underneath your na | me. | | |
| Check the <u>Inbox</u> available in the main menu as well as ye | our UC Davis Email Inbox for notifica | tions from the SDC Office. | | | |
| | | | | | |
| Get Started Request Accommodations | | | | | |
| Confirm Exams | | | | | |
| ZZZ 999 Lecture | Date | Time | Confirm Time | Schedule New Time | |
| Examination | October 04, 2021 | 09:00 - 11:00 AM | Ď | | |

Exams listed in this area are being proctored by <u>Accommodated Exam Services</u> (AES). It is important that you either confirm the date and time of the examination or schedule a new time using the functionality provided.

| Confirm Exams | | | | |
|-----------------|------------------|------------------|-----------------|----------------------|
| ZZZ 999 Lecture | Date | Time | Confirm Time | Schedule New Time |
| Examination | October 04, 2021 | 09:00 - 11:00 AM | Ď | |

Confirm

Time

Ŭ,

Select this icon if you are going to confirm the examination on the date and time listed with no changes. Whenever possible we encourage you to select this option.

Schedule

New Time

Select this icon if you want to change the date and time listed before you confirm the examination.

| - C | |
|-----|--|

If you confirm the examination on the date and time listed with no change you will see the following dialog box appear.

| ÿ | Confirm Exam | × | | |
|---|--------------|------------------|--|--|
| Your exam is scheduled for the following: | | | | |
| | | October 04, 2021 | | |
| | ٩ | 09:00 - 11:00 AM | | |
| i | | i i | | |
| Confirm | | | | |

Select the **Confirm** button to continue. Once completed you will receive an email notification confirming your selection.

If you want to change the date and time listed before you confirm the examination you will see the following dialog box appear.

| Schedule A New Time | × |
|---|--|
| l have another class or exam this time | I have another reason for missing this exam |
| Submit | Cancel |

You are presented with two choices.

| Schedule A N | ew Time | | × |
|----------------------------------|----------------|--|-----|
| l have another o exam this ti | class or me | l have another reason for missing this exam | |
| Select New Day * | | | |
| Vonday | Tuesday | | |
| October 4 | October 5 | | |
| | | | |
| Submit | | Can | cel |

If you select I have another class or exam this time then you will be presented choices based on your faculty's preferences.

In this example, a student is being allowed to reschedule the examination anytime the day of the examination or the day immediately following the scheduled examination.

If no additional dates and time of day are listed then your faculty did not provide AES any.

Select the **Submit** button when you have finished.

| Schedule A New Time × | |
|---|---|
| I have another class or exam this time I have another reason for missing this exam Please explain your reason * Image: state of the | lf you this e explar All suc your f <u>Servic</u> Select |
| Submit | |

f you select I have another reason for missing this exam then you will be asked to provide an explanation for your request.

All such requests must then be coordinated with your faculty member by <u>Accommodated Exam</u> <u>Services</u>.

Select the **Submit** button when you have finished.

Your examination will be proctored by <u>Accommodated Exam Services</u> (AES) located in the Cowell building next to the SDC main office.

Once your examination has been completed it is uploaded into My SDC Online for your faculty to retrieve.

| Confirm Exams | | | | |
|-----------------|------------------|------------------|-----------------|----------------------|
| ZZZ 999 Lecture | Date | Time | Confirm Time | Schedule New Time |
| Examination | October 04, 2021 | 09:00 - 11:00 AM | ے ٹے Co | ompleted |

If you have any additional questions concerning the materials in this handout contact AES via email at examaccom@ucdavis.edu