SSD Test Request Process and Notification System

It is the responsibility of the student to request and deliver their Accommodation Letters to each instructor.

Accommodations for lecture and tests should be discussed as early as possible with instructors.

Accommodation Letter

Students should submit a request for SSD testing space through the SSD Web Portal. Requests must be made 10 business days (2 weeks) prior the test date during the long sessions, and 5 business days (1 week) prior to the test during the summer sessions.

Student Web Portal test request

Student Portal requests close November 1st for Fall, and April 1st for Spring

For either option, confirmation for each test is to be submitted to SSD **no later than** 5 business days (1 week) during the long sessions, and 3 business days during the summer sessions.

Option 1: Paper Confirmation Form
Instructor(s) and student discuss request, Instructor fill out and sign → Student submits in person to SSD

NEW! Option 2: Instructor Web Portal
Instructor(s) and student discuss request, Instructor fills out module info→ Instructor submits online to SSD

Confirmation not submitted to SSD

After confirmation is submitted, SSD finalizes test booking in 1-2 business days. Test status can be checked on the *My Upcoming Events* tab of the *Book a Test* module.

SSD receives confirmation and finalizes test booking

Email is sent to instructor(s) with a roster of the students taking the test.

Email is sent to student informing instructor has submitted online confirmation.

A reminder is sent to both student and Instructor(s) reminding them test is not yet confirmation.

For confirmed test reservations, an email requesting materials will be sent to the instructor(s). Instructors can upload materials through the Web Portal, email materials to ssd-testing@austin.utexas.edu or drop off materials in person.

One week prior to test, SSD sends email to Instructor(s).

Unconfirmed requests are subject to cancellation. Student and Instructor(s) will both receive notice.

As a reminder, an email will be sent to both instructor(s) and student 2 days prior to the test.

2 day prior to test:
SSD sends reminder to instructor(s) and student

If SSD has not received the test materials the day prior to the test date, a reminder will be sent to the instructor(s).

Day before reminder:
If SSD has not received the test materials, a reminders sent to the instructor(s).