

Disability Support Services South 16th Avenue & Nob Hill Boulevard P.O. Box 22520, Yakima, Washington 98907-2520 Phone 509.574.4961 • VP 509.388.2019 • IP 134.39.160.70

How to Request a Testing Appointment

 Your test request must be in ONE EMAIL with your instructor's email address (example tsmith@yvcc.edu) and cc <u>dss@yvcc.edu</u> for Yakima Campus or <u>gvdss@yvcc.edu</u> for Grandview Campus. Your email should be formatted in the following way:

Subject: Test Request

Body of Email: Please include the following information:

- Date of test
- Time you are requesting to take the test
- Instructor name
- Course name (ie English 102)

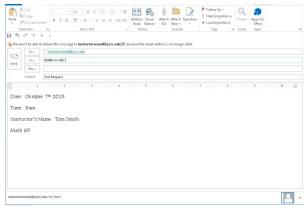


Figure 1: Example email

2. **Important:** You will receive a confirmation email from <u>dss@yvcc.edu</u> or <u>gvdss@yvcc.edu</u>. Your appointment is **not scheduled** until you receive a confirmation email.

Important Reminders

• Exam start times must fall between: 8:00-10:00 am or 12:45-3:00 pm

Testing FAQ's

- Must I schedule my testing appointment at the same time as my class? Yes, it best to schedule to take you test/exam at the same time as class if possible. You might want to ask your instructor if it's possible to take it at a different time.
- How late can I schedule my appointment? You must schedule 24hrs in advance. Your test request must be emailed before 2:00 pm.

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