How to Request a Testing Appointment

1. Your test request must be in ONE EMAIL with your instructor’s email address (example tsmith@yvcc.edu) and cc dss@yvcc.edu for Yakima Campus or gvdss@yvcc.edu 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)

2. **Important:** You will receive a confirmation email from dss@yvcc.edu or gvdss@yvcc.edu. 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.