



South 16th Avenue & Nob Hill Boulevard • P.O. Box 22520, Yakima, Washington 98907-2520 • Phone 509.574.4961 • Vp 509.574.4973 • IP 134.39.160.70

How to Request a Testing Appointment

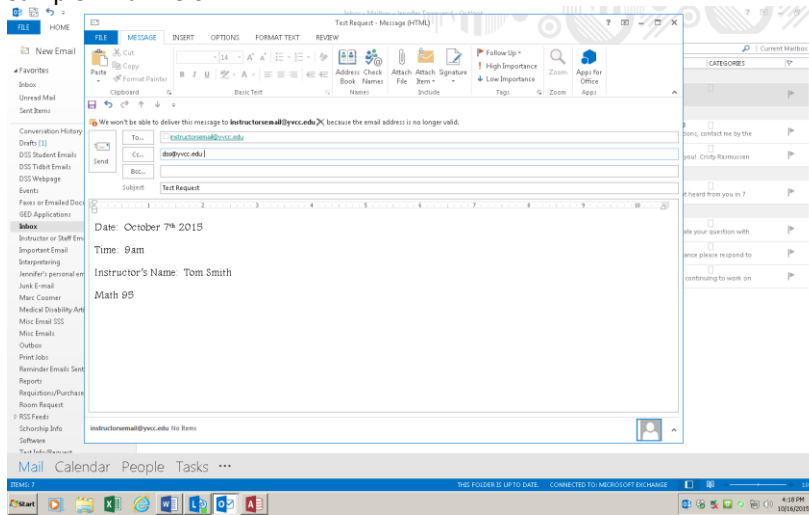
1. Your test request must be in **ONE EMAIL** with your instructor's email address (example tsmith@yvcc.edu) and cc dss@yvcc.edu. Your email should be formatted in the following way:

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)

Sample Email Below



2. **IMPORTANT:** Your appointment is **NOT SCHEDULED** until you receive this confirmation email from DSS@yvcc.edu

Important Reminders

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

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 2pm.**