

WNC DISABILITY SUPPORT SERVICES – EXAM REQUEST

From the [DSS Homepage](#), select Exam Scheduling and use your **WNC Anywhere credentials to login to your MyDSS account**. Students, enter a "w" followed by your NSHE student ID number. Faculty and staff enter first.last name.

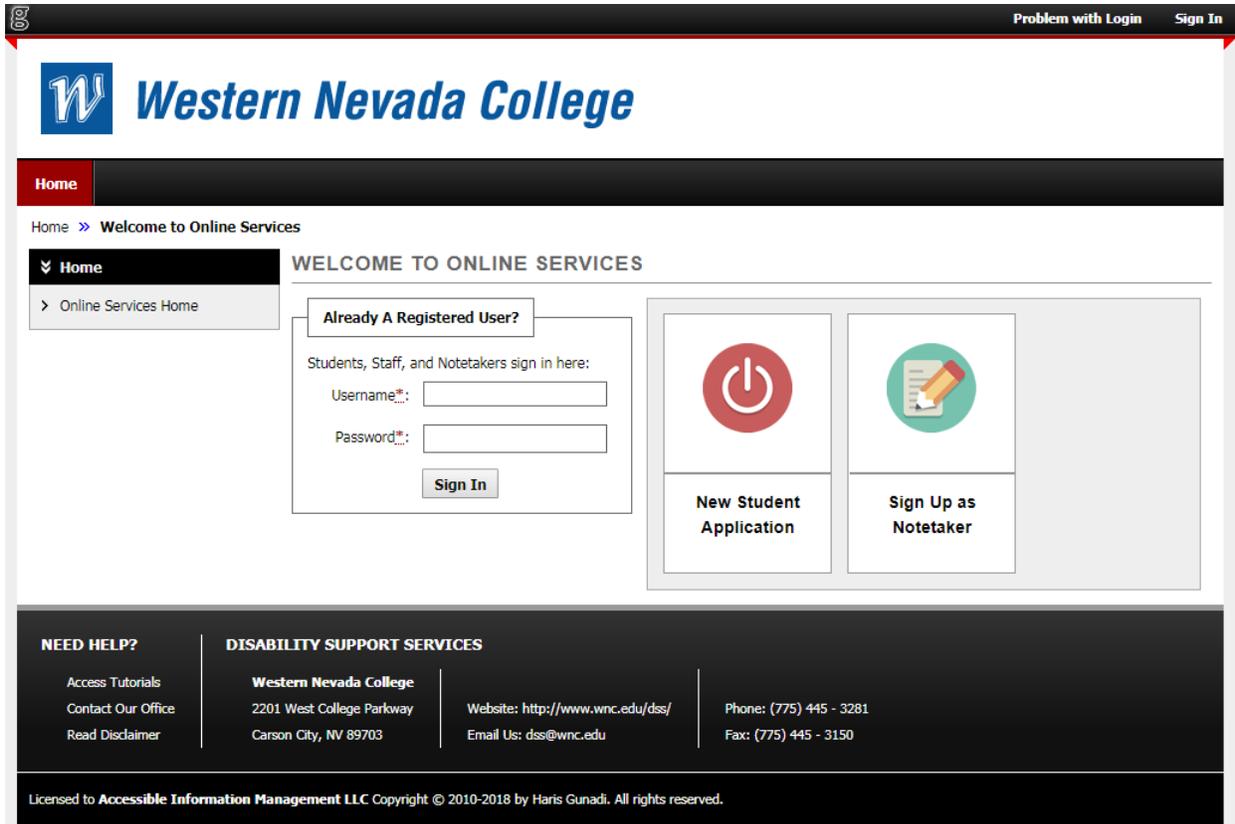


Figure 1 MyDSS Login Screen

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Once you login, you will see your student Dashboard with IMPORTANT MESSAGE(S). To the left of IMPORTANT MESSAGE(S), under the My Accommodations section, select the Alternative Testing option.

The screenshot shows the Western Nevada College student dashboard. At the top, there is a navigation bar with links for "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". Below this is the college logo and name. The main content area is titled "My Dashboard" and "OVERVIEW". A prominent yellow box contains an "IMPORTANT MESSAGE(S)" with a warning icon. The message text reads: "Please read the following message(s) regarding your account:" followed by a "Your To Do List" with one item: "1. BIOL 251.1001 - General Microbiology". Under this item, it states: "Alternative Testing: Your instructor has not submitted an alternative testing agreement for this class. Please let your instructor know that the link to initiate an alternative testing agreement is inside the faculty notification letter sent by our office." Below the message, contact information for Disability Support Services is provided: "Disability Support Services, Western Nevada College, 2201 West College Parkway; Cedar 212, Carson City, NV 89703, (775) 445-4459 phone, (775) 445-3150 fax". On the left sidebar, under the "My Accommodations" section, the "Alternative Testing" link is highlighted with a red arrow.

Figure 2 Alternative Testing Link

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Under Alternative Testing Agreement(s), use the dropdown menu to select which class you would like to schedule an exam for, then click the Schedule an Exam button.

Welcome _____ My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

W Western Nevada College

My Dashboard

Home >> My Dashboard >> **Alternative Testing**

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all alternative testing agreement(s) submitted through the system. If you cancel a alternative testing agreement and you would like to re-activate the contract, please contact our office.

Select Class: **BIOL 251.1001- General Microbiology (22073) - No Alternative Testing Agreement Sp** ▼

[Schedule an Exam](#) [View Alternative Testing Detail](#)

My Dashboard

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > Additional Accommodation Request For
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

Alternative testing requests are coordinated by Amanda Godin who can be reached at amanda.godin@wnc.edu or dss@wnc.edu or 775-445-3248 on the Carson City campus of WNC.

Figure 3 Alternative Testing Class Selection

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After you click the Schedule an Exam button, **scroll down** until you see the Exam Detail section. In this section, complete the required fields: Select Class, Request Type, Date, Time, Services Requested, and Additional Note (optional). Once you have successfully completed the Exam Detail section, click the Add Exam Request Button.

The screenshot shows a web interface for submitting an exam request. At the top, there is a navigation bar with links for 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is a 'Welcome' message and a sidebar with 'My E-Form Agreements' and contact information for the Disability Support Services (DSS) office, including a phone number (775) 445-3281 and a 'Send an Email' link.

The main content area is titled 'Exam Detail' and contains the following fields and options:

- Select Class:** A dropdown menu with 'BIOL 251.1001- General Microbiology' selected.
- Request Type:** A dropdown menu with 'Select One' selected.
- View: Exam Schedule Availability:** A button to view the exam schedule.
- Date:** A text input field with a hint: 'Enter date in the following format Month/Day/Year (i.e. 12/31/2010)'.
- Time:** Two dropdown menus, both with 'Select' selected.
- Services Requested:** A checkbox labeled 'Extended Time (2.0x) Exams/Quizzes' which is currently unchecked.
- Additional Note:** A large text area for providing optional notes.

At the bottom of the form, there are two buttons: 'Add Exam Request' and 'Back to Testing Requests Overview'. Red arrows in the image point to each of these fields and buttons to indicate they are required or important.

Below the form is a yellow box with the heading 'Questions? Contact Us!' and contact information for Amanda Godin, including her email addresses (amanda.godin@wnc.edu or dss@wnc.edu) and phone number (775-445-3248).

Figure 4 Exam Detail and Submission

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After submitting your exam request, you will be taken back to your Exam Detail homepage, where you will receive confirmation of the system successfully processing your request.

The screenshot shows a web interface for WNC Disability Support Services. At the top, there is a navigation bar with links for 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. A sidebar on the left contains a menu with options like 'My Dashboard', 'My Profile', 'Equipment Checked Out', 'Additional Accommodation Request Form', 'My Mailbox (Sent E-Mails)', and 'My Accommodations'. A red arrow points from the 'My Profile' link to a green checkmark icon. The main content area features a confirmation message: 'SYSTEM UPDATE IS SUCCESSFUL' with the text 'System has successfully processed your request.' Below this is a yellow warning box titled 'TERMS AND CONDITIONS OF REQUESTING EXAM WITHOUT ALTERNATIVE TESTING AGREEMENT'. It contains a list of terms and conditions, including a note that exam requests made after 05:00 PM will be processed the next business day. A button labeled 'View: Exam Schedule Availability' is present. At the bottom, the 'Exam Detail' section shows a form with fields for 'Select Class' (BIOL 251.1001- General Microbiology), 'Request Type' (Select One), 'Date' (with a hint to use Month/Day/Year format), and 'Time' (two Select dropdowns).

Figure 5 Processing Request Confirmation Screen

Please submit your alternative testing request at least 3 days prior to your scheduled exam or quiz date.

Generally, DSS students test at the same time as the rest of the class, unless there is a time conflict, in which case, an alternate exam time is arranged with instructor approval.

If you have any questions or need assistance please contact the WNC Disability Support Services Office at 775-445-3281.