

**Office of Disability Services  
Minnesota State University, Mankato  
132 Memorial Library  
Alternative Test Scheduling      389-2825**

**ALTERNATIVE TESTING PROCEDURES**

**Initial alternative test agreement process:**

1. Student completes Section 1 of the Alternative Test Agreement Form.
2. Disability Services Director completes Section 2 of the Alternative Test Agreement Form.
3. The Office of Disability Services staff secures instructor signature and exam information in Section 3 of the Alternative Test Agreement.
4. Students must complete one agreement per class per term.
5. Alternative testing accommodations will only be available when completed Alternative Test Agreement is on file.

**On-going Alternative Testing Process:**

1. Students must call **(389-2825)** at **LEAST 3 DAYS PRIOR** to the exam date to schedule a test day and time.
2. Office of Disability Services staff will confirm the exam date and time with the instructor and provide exam pick-up delivery.
3. Tests are administered M-F from 8AM to 3PM. Night class tests must be taken during these daytime hours.