Tutorial
How to Schedule a Test at the SDS Testing Center

⇒ Before you can request to test at the SDS Testing Center, you must have completed the approval process with SDS: https://sds.olemiss.edu/apply-for-services/.

⇒ Once approved for accessible testing through SDS, you must request accommodations/eligibilities: https://sds.olemiss.edu/rebel-access-student-tutorials/.

NOTE: Space availability is provided on a first come first serve basis. You are encouraged to schedule your tests as early as possible. Refer to your syllabi and/or talk with your instructor to obtain the all testing dates for the semester. Being proactive will help ensure a testing spot at the SDS Testing Center.

Step 1: Visit the SDS website, and select the “Rebel Access” button.
**Step 2:** On the Rebel Access Portal page, select the “**Rebel Access Students**” button.

**Step 3:** Sign in to Rebel Access using your Web ID information.
Step 4: On the left hand side, under “My Accommodations”, click “Alternative Testing”.

Step 5: Under “Alternative Testing Agreement(s)”, select a class from the “Select Class” drop down menu. Then, click “Schedule an Exam.”
Step 6: Under “Exam Detail”, click “Request Type” from the drop down menu and select exam type. Also, fill in the “Date” and “Time” you will be taking your exam.

NOTE: When scheduling your exam, please remember that you must schedule your exam time and date as close to the actual class time as possible. If your time is scheduled different from the regular class time, the SDS Testing Center and instructor must approve it.

Step 7: Select the specific accommodations that you would like to use for this specific test from the “Services Requested” box. Add “Additional Note” as needed.
Step 8: Click “Add Exam Request” to submit.

Step 9: You will receive a green check mark entitled “SYSTEM UPDATE IS SUCCESSFUL.” You will also receive a confirmation email from the SDS Testing Center.

Once the SDS Testing Center has approved your request for testing, you will receive an email confirmation with additional information.
If you see the following screen, select a “Reason” from the drop down box, click the box that says "I have read and understand the late exam policy above.", and click “Submit Late Exam Request.” You will receive a confirmation or denial email from the SDS Testing Center.

**NOTE:** Because you did not submit your request within the time frame required, the SDS Testing Center will notify you if your time slot is available. Please remember that seating is on a first come, first serve basis.

This concludes our tutorial on How to Schedule a Test at the SDS Testing Center.

**Questions or Problems? Contact SDS Testing Center!**

Call: 662-915-2524

Email: sdstesting@olemiss.edu