



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.

A screenshot of the University of Mississippi Student Disability Services website. The header includes the university's name and a search bar. Below the header is a navigation menu with links: Home, About Us, Current Students, Parents, Faculty, SDS Testing Center, Resources, and FAQs. The main content area features a large "Welcome!" message, the university's name, and the "STUDENT DISABILITY SERVICES" logo. Two buttons are prominently displayed: "APPLY FOR SERVICES" and "REBEL ACCESS". The "REBEL ACCESS" button is circled in red, and a red arrow points to it from the "CORE VALUES" section below. To the right of the buttons is a "FOR ASSISTANCE:" section with contact information (email, phone, fax, address) and "OFFICE HOURS: Monday-Friday 8am to 5pm". At the bottom right, there is a list of links: Policies, Forms, Student Privacy and Confidentiality, Documentation Guidelines, Accommodation Information, Disability Specific Information, and Accessible Format and Assistive Technology.

Step 2: On the Rebel Access Portal page, select the “Rebel Access Students” button.

THE UNIVERSITY OF MISSISSIPPI Search UM


Student Disability Services

Home | About Us | Current Students | Parents | Faculty | SDS Testing Center | Diversity and Inclusion

Rebel Access Portal


Please click one of the buttons below to sign in to your respective Rebel Access Portal. Below the buttons is a section for tutorials to help guide you in learning how to use the Rebel Access Portals.

Student Portal




REBEL ACCESS
Students

Instructor Portal




REBEL ACCESS
Instructor

Notetaker Portal



REBEL ACCESS
Notetaker

Interpreting Portal



REBEL ACCESS
Interpreting

Rebel Access Tutorials

- [Rebel Access Student Tutorials](#)
- [Rebel Access Faculty/Instructor Tutorials](#)
- [Rebel Access Notetaker Tutorials](#)

MAIN OFFICE – MARTINDALE:

✉ sds@olemiss.edu

☎ 662-915-7128

☎ 662-638-0379 (VP)

☎ 662-915-5972 (Fax)

📍 234 Martindale (Click for Map)

SDS TESTING CENTER – KINARD:

✉ sdstesting@olemiss.edu

☎ 662-915-2514

📍 366 Kinard Hall (Click for Map)

UM Commitment to Access & Inclusion

SDS Policies

Documentation Guidelines

Accommodation Information

SDS Appeal Process

Step 3: Sign in to Rebel Access using your Web ID information.



THE UNIVERSITY of MISSISSIPPI

WebID Authentication Required

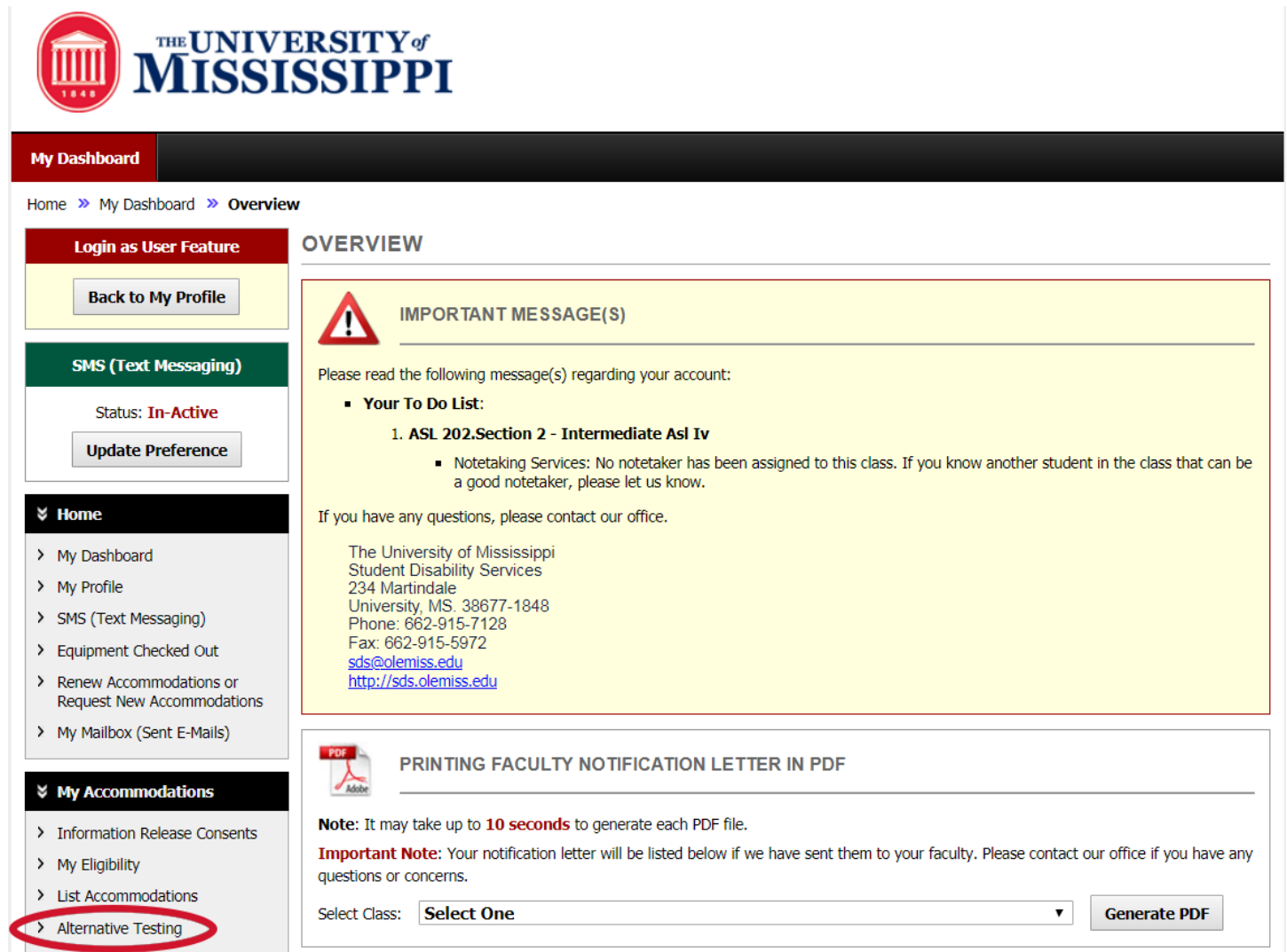
WebID:

Password:

[Password Help](#)

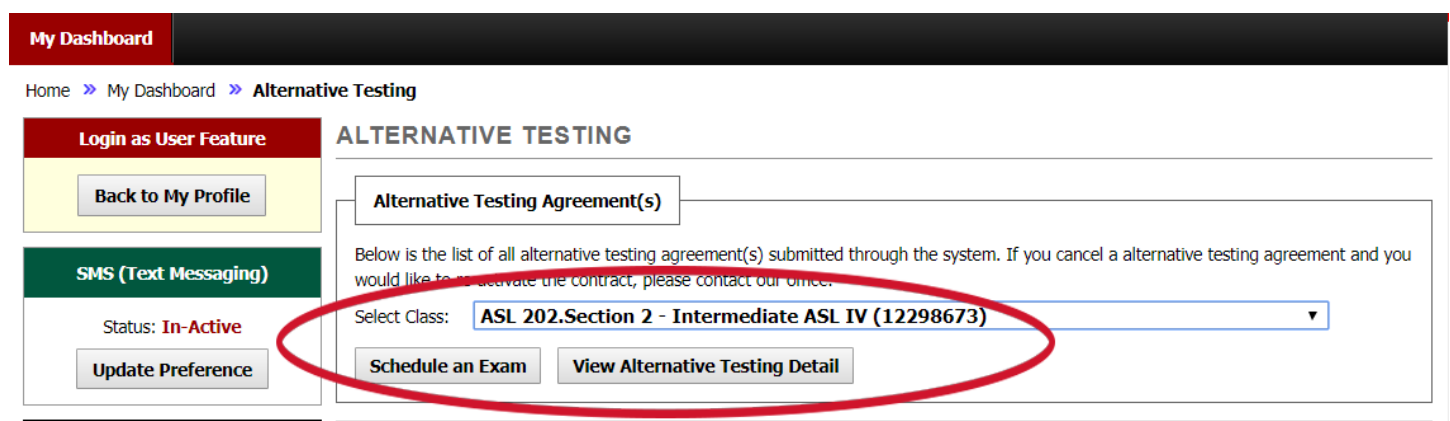
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Step 4: On the left hand side, under “My Accommodations”, click “Alternative Testing”.



The screenshot shows the 'My Dashboard' page of The University of Mississippi. The left sidebar contains a 'My Accommodations' section with the following links: Information Release Consents, My Eligibility, List Accommodations, and **Alternative Testing** (circled in red). The main content area is titled 'OVERVIEW' and features an 'IMPORTANT MESSAGE(S)' section. The message states: 'Please read the following message(s) regarding your account: Your To Do List: 1. ASL 202.Section 2 - Intermediate Asl Iv. Notetaking Services: No notetaker has been assigned to this class. If you know another student in the class that can be a good notetaker, please let us know.' Below this, contact information for the Student Disability Services is provided. A 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section includes a note about a 10-second generation time and a 'Generate PDF' button. At the bottom, a 'Select Class' dropdown menu is set to 'Select One'.

Step 5: Under “Alternative Testing Agreement(s)”, select a class from the “Select Class” drop down menu. Then, click “Schedule an Exam.”



The screenshot shows the 'Alternative Testing' page. The left sidebar is the same as in Step 4. The main content area is titled 'ALTERNATIVE TESTING' and features a section for 'Alternative Testing Agreement(s)'. Below this, a message states: '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.' A 'Select Class' dropdown menu is set to 'ASL 202.Section 2 - Intermediate ASL IV (12298673)' (circled in red). Below the dropdown are two buttons: 'Schedule an Exam' and 'View Alternative Testing Detail' (both circled in red).

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.

The screenshot shows the 'Exam Detail' form. On the left sidebar, there are links for 'Alternative Testing', 'Notetaking Services', 'My Documents', and 'My E-Form Agreements'. Below these is a contact information section with a phone number (662) 915 - 7128 and a 'Send an Email' link. Further down is an 'Important Dates' section listing 'August 20' (Classes Begin - Fall Semester), 'September 03' (University Closed - Labor Day), and 'October 29' (Early Registration Begins). At the bottom of the sidebar is a 'Logout' button with a warning: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' The main form area has a title 'Exam Detail' and a link 'View All Upcoming Exam Requests'. Below this, it says 'Alternative Testing Agreement Type: Rebel Access Testing Agreement v.1.0'. The 'Request Type*' field is a dropdown menu with 'Select One' selected. Below it is a 'View: Exam Schedule Availability' link. The 'Date*' field is a text input box. Below it is a hint: 'Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010)'. The 'Time*' field consists of two dropdown menus, both with 'Select' selected. Below these is the 'Services Requested*' section with two checkboxes: 'Distraction-Reduced Test Environment' and 'Extended Time (1.5x)'. At the bottom is an 'Additional Note' text area. At the very bottom are two buttons: 'Add Exam Request' and 'Back to Testing Requests Overview'.

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.

This screenshot is similar to the previous one, showing the 'Exam Detail' form. The 'Request Type*' dropdown is still 'Select One'. The 'Date*' and 'Time*' fields are still empty. The 'Services Requested*' section is now highlighted with a red circle, showing the two checkboxes: 'Distraction-Reduced Test Environment' and 'Extended Time (1.5x)'. The 'Additional Note' text area is also highlighted with a red circle. The rest of the form and sidebar are the same as in the previous screenshot.

Step 8: Click “Add Exam Request” to submit.

Exam Detail

Alternative Testing Agreement Type: **Rebel Access Testing Agreement v.1.0**

Request Type*: **Select One ▼**

[View: Exam Schedule Availability](#)

Date*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time*: **Select ▼** **Select ▼**

Services Requested*

☐ Distraction-Reduced Test Environment ☐ Extended Time (1.5x)

Additional Note:

Add Exam Request [Back to Testing Requests Overview](#)

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.

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

CLASS: ASL 202.SECTION 2 - Intermediate Asl Iv (CRN: 12298673)

TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in SDS:

- Any exam requests made after **11:55 PM** will be processed the next business day.
- Your alternative testing agreement allows you to request the following type of exam(s):

[View: Exam Schedule Availability](#)

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.

The screenshot shows a web form titled "Late Exam Request". At the top, there is a warning icon and the text "LATE EXAM NOTICE - ACTION REQUIRED". Below this, a paragraph states: "Late requests will be addressed on a case-by-case basis. If a late exam request is not approved you may take the exam in the classroom or contact your course instructor to request alternate arrangements. Alternate arrangements, including requests to take an exam at another date and/or time are at the instructor's discretion." The form itself has a tab labeled "Late Exam Request". The first field is "Reason *:" with a dropdown menu currently showing "Select One". Below this dropdown is the instruction: "If you select **Other**, please specify the reason of late exam request below." There is a large text area for "Additional Information:". Below this text area is a note: "Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing agreement)". At the bottom of the form, there is a checkbox labeled "I have read and understand the late exam request policy above." and two buttons: "Submit Late Exam Request" and "Back to Exam Detail or Modify Date". Red circles highlight the "Reason *" dropdown, the policy checkbox, and the "Submit Late Exam Request" button.

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