MyBMAC: Alternative Testing Module

Student Guide



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Requesting Alternative Testing Appointments Using MyBMAC

Please note that alternative testing appointment requests should only be submitted for face-to-face exams that will be taken at the BMAC office. Face-toface exam appointments will be approved on a limited, case-by-case basis only for courses that are held in person.

BMAC is asking that students and instructors work together to accommodate virtual exams that will be taken remotely or in the virtual classroom environment. If you have any questions about alternative testing during this period of virtual instruction, please reach out to BMAC Support Services at <u>BMAC-Exams@csulb.edu</u>.

To request an alternative testing appointment for a face-to-face (in person) exam:

- 1. Log into MyBMAC through your <u>SSO</u>.
 - a. Under My Accommodations on the left-hand sidebar of your profile, click Alternative Testing.

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me » My Dashboard » Alternative Testing ALTERNATIVE TESTING	
Test Accommodation Form(s)	
Below is the list of all Test Accommodation Form(s) submitted	through the system. You can still request exams even if there is no
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2. Select the class in which you wish to schedule your exam from the drop-down menu, then click the **Schedule an Exam** button.

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3. You will be redirected to the **Exam Request** page.

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ASS: HIST J 14344.0	1A - History Of Jericho (CRN: 143)	
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- a. **Request Type**: From the drop-down menu select *quiz, exam, final,* or *comprehensive exam*.
- b. **Exam Schedule Availability**: Clicking this box will display BMAC Support Services operating hours for exam administration.
- c. Date/Time: Enter the scheduled date and time of your exam.
 - i. <u>Important</u>: Please enter the date in the correct format (i.e. 12/31/2020) and time approved by your professor.
- d. Services Requested (As Applicable): Select the accommodations you wish to use for the exam. You do not need to select all options if you think you will not need them.
- e. Additional Notes: This section is optional. Please feel free to add any additional notes that may be helpful for BMAC to know. For example: if your professor approved you for an alternate date, you would enter: "Professor approved alternate date."



4. Exam Details

- a. Your exam details should appear similar to the image below, after you have entered your information.
- b. Once you have reviewed the information, click the Add Exam Request button.

Test Accommodation Form Type: Request Type *:	Test Accommodation Form Exam
	View: Exam Schedule Availability
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Time *:	12 PM 30
	Services Requested (As Applicable) *
	Distraction Reduced Environment Extended Time 1.5x
Additional Mater	
Additional Note:	
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5. Email Confirmation

- a. Once BMAC reviews your request, you will receive an email with further information (review image below for an example).
- b. Please review the email to ensure the information is correct.
- c. If there are any errors, or if you have questions/concerns, please reach out to <u>BMAC-Exams@csulb.edu</u> as soon as possible.

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ote the following information which may be applicable to BMAC students receiving accommodations in your courses: Ing approval of accommodations, BMAC students are informed to introduce themselves to their instructor of record to discuss their determined accommodations a ration of course exams.	and the
be aware that BMAC students may request to schedule their course exams at an alternate time or date from when the class is testing due to their determined odations of extended time and conflicting class schedule. BMAC students should inform faculty if their exam start time differs from the class-designated exam s m with a different start time from the class start time will require professor approval to be sent in writing to <u>BMAC-Exams@csulb.edu</u> .	start time.
hat most university courses have online exams and/or quizzes, BMAC recommends faculty contact BeachBoard Support in extending course exam times at (582 ard@csulb.edu.) 985-495
entification Code: 127	
urphy Access Center a State University, Long Beach iflower Blvd., SSC-110 sch, CA. S0840 5401	
This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C2510-2521, is confidential and may be privileged inforr not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sende eived this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure of FERPA. Do not forward or copy this message.	nation. If ar that you may be a
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6. Late Exam Notice

- a. You may be prompted with a **Late Exam Notice** if you attempt to submit an exam request after the BMAC deadline.
- b. BMAC asks that all exam requests are submitted *seven (7)* business days in advance of the scheduled exam date.
- c. If prompted with a Late Exam Notice, please select the **Reason** for the late request using the drop-down menu and provide any necessary details in the **Additional Information** field.
- d. Check the agreement statement box, and click the **Submit Late Exam Request** button.

lease be aware that late exams re upport Services. It is your respons cheduling your exam with BMAC S	quire approval from your instructor of record and is dependent on the open availability o ability to email your professor of your scheduled exam date and start time for approval be upport Services.	f BMAC efore
Late Exam Request		
Reason	*: Select One	~
Additional Informatic	n: 	
	Note: Enter ADDITIONAL INFORMATION and/or ADDITIONAL TIMES you are available (times must be approved by instructor – refer to your test accommodation form)	
	T have read and understand the late exam request policy above.	

