

# **MyBMAC: Alternative Testing Module**

***Student Guide***



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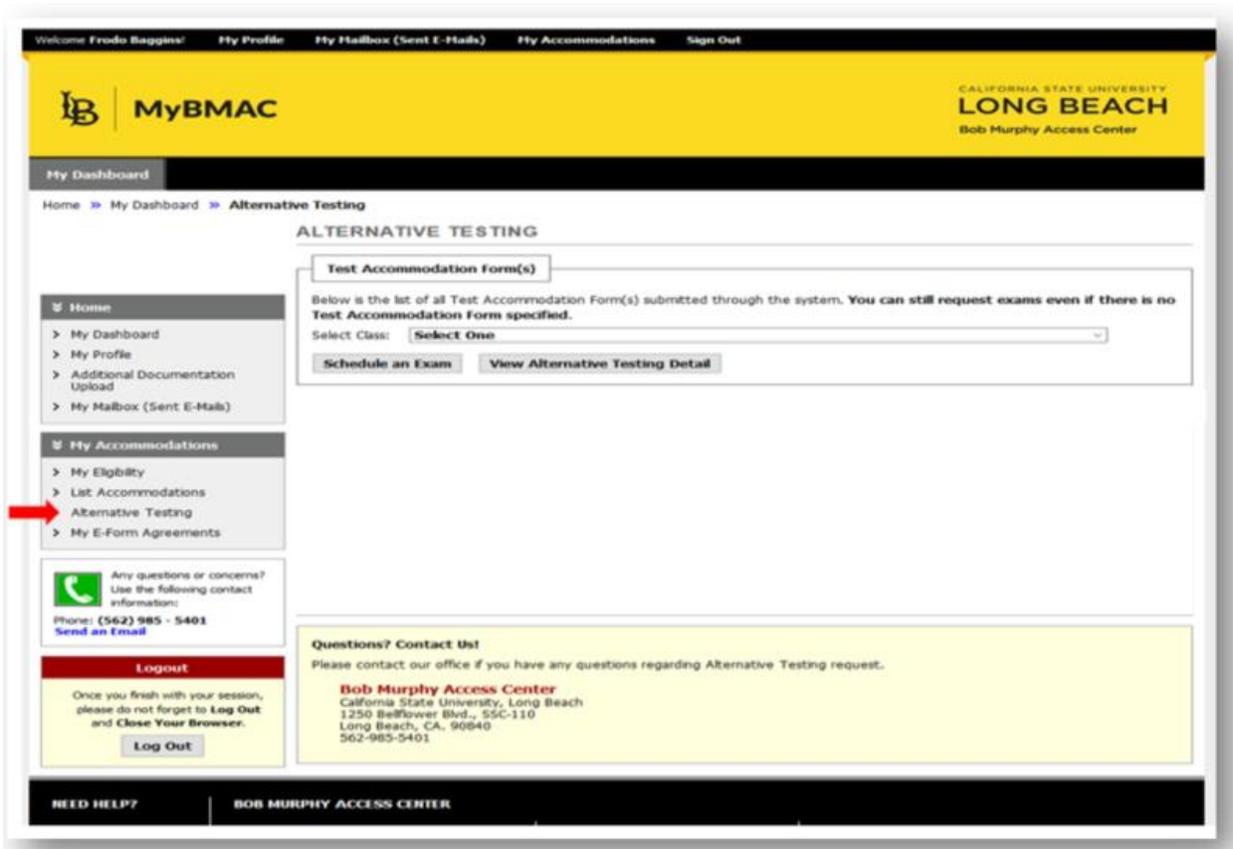
# Requesting Alternative Testing Appointments Using MyBMAC

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-to-face 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 [BMAC-Exams@csulb.edu](mailto:BMAC-Exams@csulb.edu).

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

1. Log into MyBMAC through your [SSO](#).
  - a. Under **My Accommodations** on the left-hand sidebar of your profile, click **Alternative Testing**.



2. Select the class in which you wish to schedule your exam from the drop-down menu, then click the **Schedule an Exam** button.

Welcome Frodo Baggins! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My Dashboard

Home » 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 Test Accommodation Form specified.**

Select Class: **HIST J 14344.01A - History of Jerkho (143)**

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

**Home**

- > My Dashboard
- > My Profile
- > Additional Documentation Upload
- > My Mailbox (Sent E-Mails)

**My Accommodations**

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

Any questions or concerns? Use the following contact information:  
Phone: (562) 985 - 5401  
[Send an Email](#)

**Logout**

Once you finish with your session, please do not forget to **Log Out and Close Your Browser.**

[Log Out](#)

**Questions? Contact Us!**

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

**Bob Murphy Access Center**  
California State University, Long Beach  
1250 Bellflower Blvd., SSC-110  
Long Beach, CA. 90840  
562-985-5401

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

The screenshot shows the 'EXAM REQUEST' page for class HIST J 14344.01A. It includes a 'TERMS AND CONDITIONS OF SCHEDULING EXAM' section, a 'CLASS SCHEDULE(S) AND LOCATION(S)' table, and an 'Exam Detail' form. The 'Exam Detail' form has the following fields and callouts:

- a**: Request Type (drop-down menu)
- b**: View: Exam Schedule Availability (button)
- c**: Date and Time (input fields)
- d**: Services Requested (As Applicable) (checkboxes for 'Distraction Reduced Environment' and 'Extended Time 1.5x')
- e**: Additional Note (text area)

Days	Time Start	Time End	Date Range	Location
SU	08:25	05:35 PM	Not Specified	Not Specified

- Request Type:** From the drop-down menu select *quiz*, *exam*, *final*, or *comprehensive exam*.
- Exam Schedule Availability:** Clicking this box will display BMAC Support Services operating hours for exam administration.
- Date/Time:** Enter the scheduled date and time of your exam.
  - Important:** Please enter the date in the correct format (i.e. 12/31/2020) and time *approved by your professor*.
- 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.
- 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."

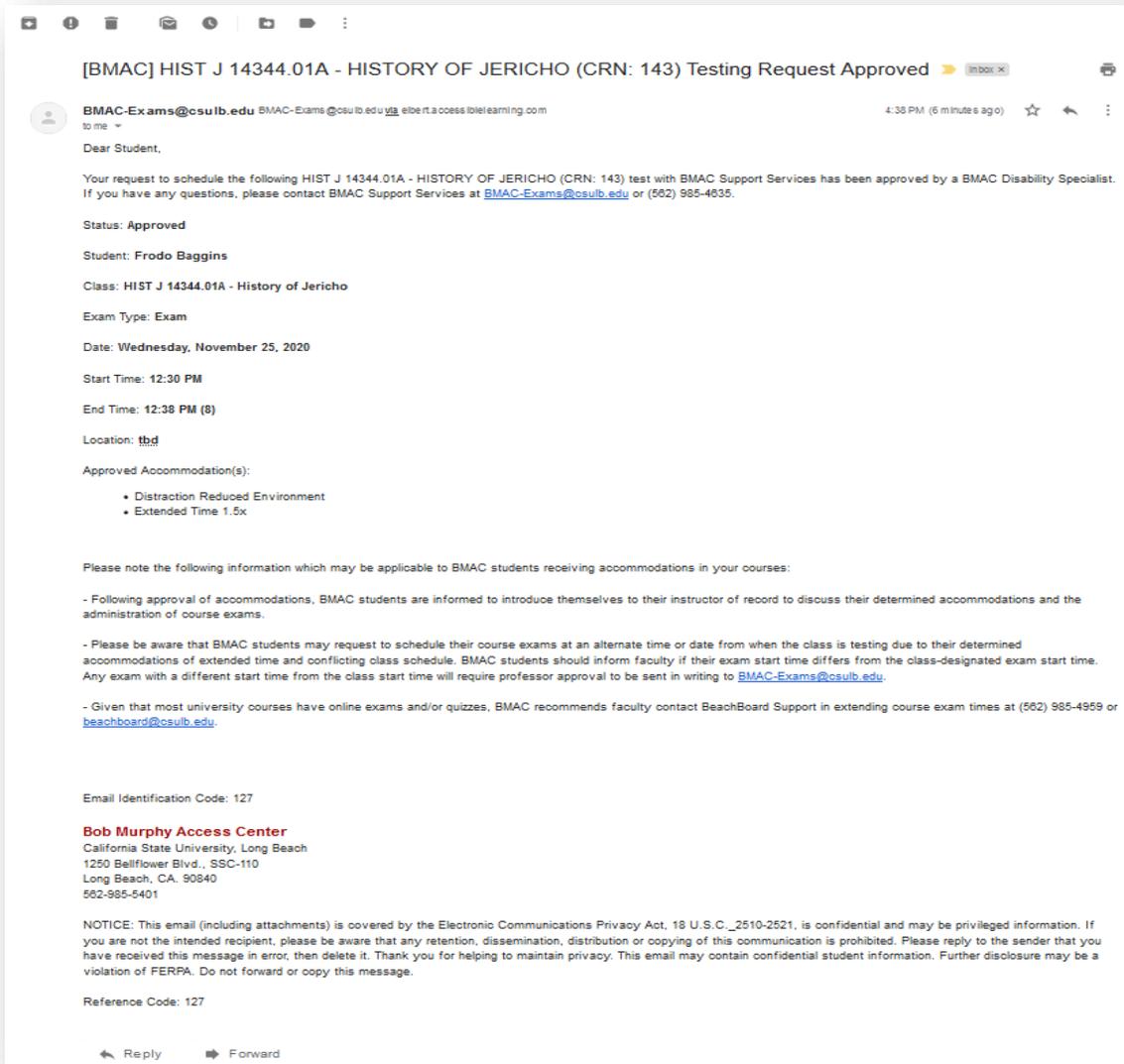
#### 4. Exam Details

- 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.

The screenshot shows a web form titled "Exam Detail". At the top, it says "Test Accommodation Form Type: **Test Accommodation Form**". Below this, there is a "Request Type" dropdown menu set to "Exam". A button labeled "View: Exam Schedule Availability" is positioned below the dropdown. The "Date" field is set to "11/25/2020" with a hint: "Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010)". The "Time" field is set to "12 PM" and "30". Below the time fields is a section titled "Services Requested (As Applicable)" with two checked checkboxes: "Distraction Reduced Environment" and "Extended Time 1.5x". An "Additional Note" field contains the text "N/A.". At the bottom of the form, there are two buttons: "Add Exam Request" (highlighted with a red border) and "Back to Testing Requests Overview".

## 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 [BMAC-Exams@csulb.edu](mailto:BMAC-Exams@csulb.edu) as soon as possible.



## 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.

The screenshot shows a web form titled "Late Exam Request" with a yellow warning banner at the top. The banner contains a warning icon and the text "LATE EXAM NOTICE - ACTION REQUIRED". Below the banner, there is a paragraph of text explaining that late exams require instructor approval and depend on BMAC Support Services availability. The form itself has a title "Late Exam Request" and a "Reason" dropdown menu set to "Select One". A note below the dropdown says "If you select **Other**, please specify the reason of late exam request below." Below this is a large text area labeled "Additional Information". A note below the text area says "Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your test accommodation form)". At the bottom of the form 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 boxes highlight the "Reason" dropdown, the "Additional Information" text area, the checkbox, and the "Submit Late Exam Request" button.