# Submitting Proctoring Instructions

First, Log into the SDAC portal using your Netbadge login: [SDAC Portal](https://yukon.accessiblelearning.com/Virginia)

1. Under My Accommodations on the left, click “Alternate Testing”.

Step A

1. If you do not see your class listed: click “Submit Proctoring Instructions” in the top right.

Step 1

Step B



1. Under step 1- select your class. Select the class you are filling out Proctoring Instructions.

 

Step 3

Step 2

Step 1

1. Under step 2- Select Proctoring Instructions type click “Proctoring Instructions”.
2. Click “Step 3- Continue to Fill Alternative Testing.”
3. Please meet or consult with your professor before filling out Proctoring Instructions to ensure sending the right information. Your professor will be sent a copy of this form, so it is best to get this information entered correctly from the beginning.
4. Scroll down and answer the exam detail questions to the best of your ability. If you have any questions, please consult your professor about their preferences.
	* For exam length **please write the time in minutes** for the regular scheduled exam. Please do not to include the extra time; we will calculate that for you.
		+ 1 hour 15 minute = 75 minutes
		+ 1 hour 30 minute = 90 minutes
		+ 2 hours = 120 minutes
		+ 3 hours = 180 minutes
	* For additional information put the number of the Faculty that we can best reach them during this exam. A cell or an office number, whichever is Faculty’s preference.
5. Read and click through the Terms and Conditions.
	* Check the honor statement saying that the information you have submitted is true to the best of your knowledge.
	* Check the change of proctoring statement that if anything changes prior to the exam you will let SDAC know.
6. Click Submit Alternative Testing button under the terms and conditions box.

Here is a link to a more in-depth video tutorial for this topic” [Submitting Proctoring Instructions](https://www.youtube.com/watch?v=Uq2Kh2UsoQs)