How to Schedule, Modify, or Cancel an Exam

Step 1: Go to [https://york.accessiblelearning.com/Akron](https://york.accessiblelearning.com/Akron).

Step 2: Log into STARS using your UANetID and password.

Step 3: Select **Alternative Testing** on the left side.

Step 4: Select the class in the drop down box and click **Schedule an Exam**.

NOTE: Only classes for which your instructor has completed an Accessibility Testing Agreement will appear. If the class you need to submit a test request for is not available to select, please contact your instructor to request they complete the Accessibility Testing Agreement found on your letter of accommodation.

Step 5: Fill out the **Request Type, Date, Time, Standard Length of Exam, Services Requested**, and any **Additional Notes** that you may have, then select **Add Exam Request**.
Step 6: To modify or cancel your request, select the **Alternative Testing** link on the left hand side.

Step 7: Choose whether you want to modify or cancel the request.

**Late Exam Requests:**

If the exam request you are submitting is considered late, meaning you are submitting the request less than 4 business days in advance for tests and quizzes or less than 1 full week in advance for midterms and finals, a “Late Exam Request” screen will appear after you click “Add Exam Request”. Your late exam request will not be submitted for review unless you complete the “Late Exam Request” box.