SSD Test Request Process and Notification System

It is the responsibility of the student to request and deliver their Accommodation Letters to each instructor. Accommodations for lecture and tests should be discussed as early as possible with instructors.

Students should submit a request for SSD testing space through the SSD Web Portal. Requests must be made 10 business days (2 weeks) prior the test date during the long sessions, and 5 business days (1 week) prior to the test during the summer sessions.

For either option, confirmation for each test is to be submitted to SSD no later than 5 business days (1 week) during the long sessions, and 3 business days during the summer sessions.

After confirmation is submitted, SSD finalizes test booking in 1-2 business days. Test status can be checked on the My Upcoming Events tab of the Book a Test module.

For confirmed test reservations, an email requesting materials will be sent to the instructor(s). Instructors can upload materials through the Web Portal, email materials to ssd-testing@austin.utexas.edu or drop off materials in person.

As a reminder, an email will be sent to both instructor(s) and student 2 days prior to the test.

If SSD has not received the test materials the day prior to the test date, a reminder will be sent to the instructor(s).

Confirmation not submitted to SSD

A reminder is sent to both student and Instructor(s) reminding them test is not yet confirmation.

Unconfirmed requests are subject to cancellation. Student and Instructor(s) will both receive notice.