1. Accommodation Letter
   * It is the responsibility of the student to request and deliver their Accommodation Letters to each instructor.
2. Student Portal test request: Student should submit a request through the SSD Student Portal to test at the Campus Testing Center or SSD ATEC Lab. Requests must be made 10 business days (2 weeks) prior to the test date during the long sessions and 5 business days (1 week) prior to the test during the summer sessions.
   * Accommodations for lecture and tests should be discussed as early as possible with instructors.
3. **Confirmation in the Instructor Portal** Instructor(s) and student discuss request, Instructor fill out module info→ Instructor submits Online confirmation for student to test with CTC or SSD ATEC Lab.
4. Confirmation for each test is to be submitted to CTC no later than 5 business days (1 week).
5. CTC receives confirmation and finalizes test booking
   * After confirmation is submitted, CTC finalizes test booking in 1-2 business days.
   * **Email is sent to student,** informing instructor has submitted online confirmation.
   * **Email is sent to instructor(s)** with a roster of the students taking the test.

Reminders:

* For confirmed test reservations, one week prior to test an email requesting materials will be sent to the instructor(s). Instructors email materials to [campustesting@utlists.utexas.edu](mailto:campustesting@utlists.utexas.edu) or drop off materials in person at the CTC: SZB 5th floor, Suite 5.102, Hours: M - F 8 am – 5 pm
* For confirmed space reservations, an email reminder will be sent to both the student and instructor(s), **2 days prior to the test**.
* If the CTC has not received the test materials a reminder is sent to the instructor(s) **the day before the test**.

# **Confirmation not submitted to the CTC**

* In the event the CTC does not receive confirmation, an email will be sent to both instructor(s) and student as a reminder. The reminder is sent 8 days prior to the test.
* Unconfirmed requests are subject to cancellation. Student and Instructor(s) will both receive notice.