How to Complete an Alternative Testing Contract

Before completing and submitting an Alternative Testing Contract, make sure you have already submitted your Accommodation Request. For instructions on how to submit an Accommodation Request, please reference How to Request to Activate Accommodations Each Semester.

Please note: An Alternative Testing Contract must be completed prior to submitting any exam requests. If you do not intend to use testing accommodations for a certain class, you do not need to complete a contract for that class. If there are no quizzes, tests, or exams in a certain class, you do not need to complete a contract for that class.

Step 1:

Visit the Goldman Center website at: http://accessibility.tulane.edu and select the CURRENT STUDENT - LOGIN button (Figure 1).

Figure 1: Image is a screenshot of the Goldman Center website. A red arrow is pointing to the “CURRENT STUDENT - LOGIN” button.
Step 2:
Sign-in to the portal using your Tulane Single Sign-On (Figure 2).

Figure 2: Image is a screenshot of the “Accommodations Sign-In” page. A red circle is around the username and password fields.
Step 3:

Navigate to the menu on the left of the page and scroll down to My Accommodations (Figure 3). Select ‘Alternative Testing.’

Figure 3: Image is a screenshot of the Goldman Center portal “Overview” page. A red arrow is pointing to the “Alternative Testing” option.
Step 4:
Click-on ‘Submit Alternative Testing Contract’ (Figure 4).

Figure 4: Image is a screenshot of the Goldman Center portal “Submit Alternative Contract” page. A red circle is around the option to submit a contract.
Step 5:

Navigate to the Select Your Class heading. Select the class you wish to complete a contract for from the class dropdown window (Figure 5).

On the same screen, navigate to the Select Alternative Testing Contract Type heading.

Bubble-in next to the Goldman Center Testing Contract.

Click on the ‘Step 3 – Continue to Fill Alternative Testing’ button.

Figure 5: Image is a screenshot of the Goldman Center portal “Enter Alternative Testing Contract” page. A red circle is around the class dropdown option, the Goldman Center Testing Contract option, and the “Step 3 – Continue to Fill Alternative Testing” button.
Step 6:

Complete the **Alternative Testing Contract** with your instructor (Figure 6). The information required on the contract must be given to you by your instructor.

**Figure 6:** Image is a screenshot of the Goldman Center Alternative Testing Contract. A red circle is around the contract description.
Step 7:

Once all required fields are complete, scroll to the bottom of the contract. Be sure to read and check-off all 3 boxes in the Term(s) and Condition(s) box. Click-on the ‘Submit Alternative Testing’ button (Figure 7).

Figure 7: Image is a screenshot of the Goldman Center Alternative Testing Contract. A red circle is around the “Submit Alternative Testing” box.
Step 8:

At the top of the screen, you will see a white checkmark on a green circle indicating your contract was submitted successfully (Figure 8).

The Terms and Conditions of Scheduling Exam and the Exam Detail will also appear. You are now able to schedule your quizzes, exams, and final exams using the online portal. See How to Submit an Exam Request for steps for scheduling exams.

![Figure 8: Image is a screenshot of a successfully submitted Alternative Testing Contract. A red circle is around the white checkmark on the green circle.](image-url)