

How to Request a Testing Appointment

1. Your test request must be in ONE EMAIL with your instructor's email address (example tsmith@yvcc.edu) and cc dss@yvcc.edu for Yakima Campus or gvdss@yvcc.edu for Grandview Campus. Your email should be formatted in the following way:

Subject: Test Request

Body of Email: Please include the following information:

- Date of test
- Time you are requesting to take the test
- Instructor name
- Course name (ie English 102)

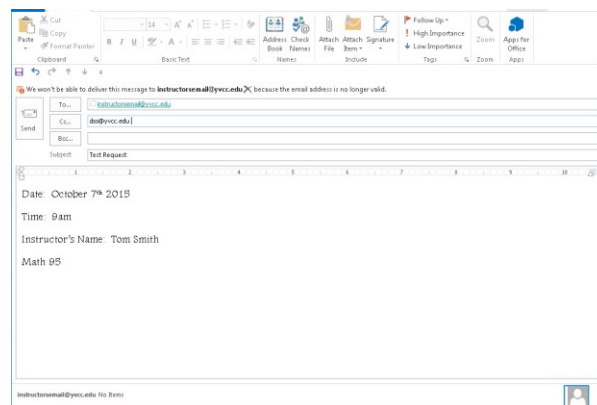


Figure 1: Example email

2. **Important:** You will receive a confirmation email from dss@yvcc.edu or gvdss@yvcc.edu. Your appointment is **not scheduled** until you receive a confirmation email.

Important Reminders

- Exam start times must fall between: 8:00-10:00 am or 12:45-3:00 pm

Testing FAQ's

- **Must I schedule my testing appointment at the same time as my class?** Yes, it best to schedule to take you test/exam at the same time as class if possible. You might want to ask your instructor if it's possible to take it at a different time.
- **How late can I schedule my appointment?** You must schedule 24hrs in advance. Your test request must be emailed before 2:00 pm.