Dear CSUN Student,

During the summer of 2014, DRES launched the Student Access and Accommodation System (SAAS 2.0). You will access the same features provided in the original SAAS, but will experience a modern interface and menu structure. SAAS 2.0 features a Your Menu feature, a menu with your first name and last name located on the top left of the horizontal menu bar located at the top of the screen that is used to access the menu options required to work in SAAS.

![Figure 1 - Image of the Your Menu (Last Name, First Name)](image)

You will use SAAS to request alternative testing and academic accommodations; request support services, and manage the alternative testing process online.

DRES offers a wide variety of student support resources during scheduled alternative testing hours, and is committed to providing Cal State Northridge students timely and effective SAAS 2.0 support.
Please refer to the information provided in this document to learn about using SAAS and options for user support:

- SAAS Training and support options for students
- SAAS website support
- Alternative testing overview for CSUN Students
- Scheduling exams
- Scheduling final exams
- Scheduling standardized exams

**SAAS TRAINING AND SUPPORT OPTIONS FOR STUDENTS DURING POSTED ALTERNATIVE TESTING HOURS**

☑ Phone support available at (818) 677-2684
☑ alternative.testing@csun.edu for alternative testing related matters
☑ DRES@csun.edu for information regarding non-testing matters
☑ Students may stop by DRES for immediate support or training

**DRES Alternative Testing Hours**

- **Fall/Spring Academic Terms**
  (During regular class meeting dates)
  - **Monday-Thursday**
    8:00 a.m. - 8:00 p.m.
  - **Friday**
    8:00 a.m. - 5:00 p.m.
  - **Saturday**
    8:00 a.m. - 5:00 p.m.

- **Winter/Summer Academic Terms**
  - **Monday-Friday**
    8:00 a.m. - 5:00 p.m.

**SAAS WEBSITE SUPPORT**

The DRES Website offers an array of resources for using SAAS:

- Visit the SAAS Website at http://www.csun.edu/dres/saas
- Instructional Videos for CSUN Students
- A Student Information Handout
- A SAAS FAQ
- A SAAS Step-by-Step Procedures Guide
- A Student Resource Guide
ALTERNATIVE TESTING OVERVIEW FOR STUDENTS

1. You log into SAAS and request alternative testing accommodations.
2. A DRES Counselor evaluates your alternative testing accommodation request and approves or denies the request.
3. Your instructor will receive an email notification to inform them that you are enrolled in their class and have been approved for alternative testing accommodation(s).
4. You are encouraged to communicate with your course instructor to discuss how you will use your approved testing accommodations during the semester when taking exams. Generally, after your discussion with your instructor, one of the following testing scenarios occurs:
   - The DRES office will provide your approved accommodations on behalf of your instructor. If DRES proctors the exam on your instructor’s behalf, your instructor must create a course exam profile in SAAS (Or)
   - Your instructor agrees to provide your approved accommodations in class, online, or in an alternative location, such as the department office or the instructor’s office (Or)
   - You decide not to use your approved accommodations when taking exams in a specific class, and you do not schedule your exam(s) with DRES.
5. Once a Course Exam Profile has been created, schedule your exam dates and times.
6. Your instructor will log into SAAS to evaluate (approve or deny) your exam requests.
**SCHEDULING EXAMS**

1. Click on **Your Menu**, the menu that displays your name on the upper left hand corner of the SAAS screen.

2. Click on **Manage Exams** menu option

3. Find the row on the **List of Exams** table that corresponds to the class for which you would like to add the exam.

4. Click on the **Add Exam** control button

5. Select the exam location

6. Select the accommodation(s) you will be using for the exam. You must select at least one accommodation.

7. Select the date and time for the exam

8. Select whether or not you will be taking the exam at the same date and time as the class.

**Helpful Hints for Exam Scheduling**

- Refer to the CSUN Academic Calendar for Academic Term Dates/Holidays/Final Dates, and refer to your student portal for final exam dates for each of your courses.

- All scheduled exams scheduled with DRES must conclude prior to the conclusion of posted alternative testing hours. This includes exams scheduled by DRES staff on behalf of a student.

- All non-final exam requests should be submitted in SAAS 5 business-days prior to the exam date.

- All final exams during the Fall/Spring academic terms must be scheduled 10 business-days prior to the exam and adhere to the posted final exam deadline.

- Please contact DRES prior to the final exam deadline if there are issues that prevent you from scheduling a final exam prior to the posted deadline.
**SCHEDULING FINAL EXAMS**

**Scheduling exams at DRES in the Student Access and Accommodation System (SAAS)**

Refer to the CSUN Academic Calendar for Academic Term Dates/Holidays/Final Dates

Please contact DRES prior to the final exam deadline if there are issues that prevent you from scheduling a final exam prior to the posted deadline.

Scheduling a final exam in SAAS is different than scheduling a regular exam. When final exam requests are submitted, SAAS determines if the exam is scheduled during the designated finals week. If the initial exam request date is during finals week, SAAS sends a message that prompts the user to request an exam start time (time block). Then, a new screen opens, allowing the user to select a time block for the final.

Please note that DRES has evening hours, 5-9 p.m., during finals week only for alternative testing. No other services will be available from 5 to 9 p.m.

**How to Determine the Final Exam Dates for Your Class**

Students may log into their web portal to view the final exam dates and times assigned to each of their enrolled courses. **Please Note:** when scheduling a final exam in SAAS, students must choose the designated DRES final exam time block closest to their class final time. Speak with your instructors or a DRES counselor if there is a time conflict with two classes.

**SCHEDULING STANDARDIZED EXAMS (ELM – EPT – MPT - CPT - UDWPE)**

After you have registered and paid the testing fee with the University, in accordance with Testing Center instructions, standardized exams with testing accommodations must also be scheduled with the DRES office. A DRES counselor will assist you with scheduling a standardized exam with the DRES office. Contact DRES at (818) 677-2684 to schedule an alternative testing standardized exam. DRES proctors the following standardized exams:

- Writing Proficiency Exam (UDWPE)
- Entry Level Mathematics Test (ELM)
- English Placement Test (EPT)
- Chemistry Placement Test (CPT)
- Mathematics Placement Test (MPT)

All university deadlines apply to standardized exams scheduled at the DRES office.

Standardized exams require special exam scheduling procedures.