



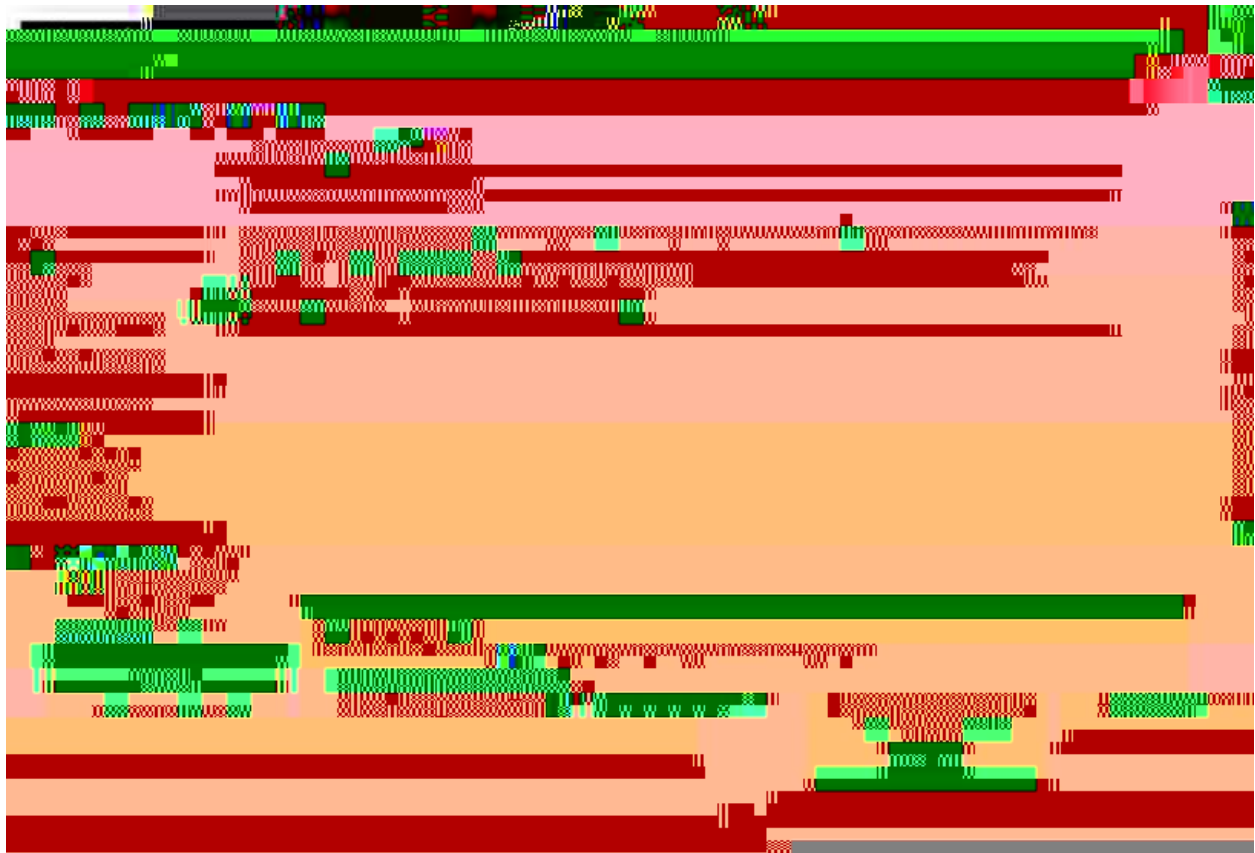
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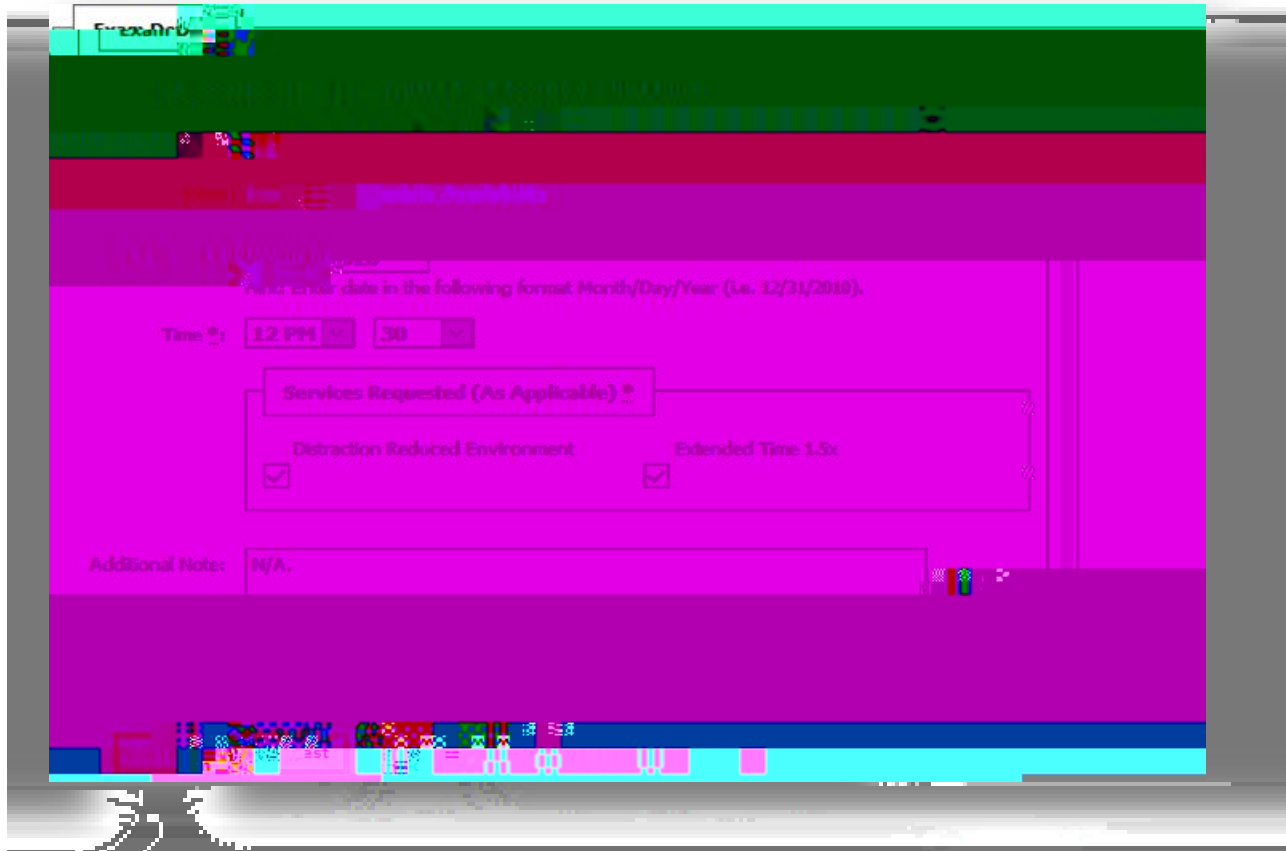
2. Select the class in which you wish to schedule your exam from the drop-down menu, then click the **Schedule an Exam** button.





#### 4. Exam Details

- a. Your exam details should appear similar to the image below, after you have entered your information.
- b. Once you have reviewed the information, click the **Add Exam Request** button.



The screenshot shows a web-based form for entering exam details. At the top, there is a header with a logo and navigation links. Below the header, there is a section for entering the exam date and time. The date is entered as 12/31/2010. The time is set to 12 PM for 30 minutes. A section titled "Services Requested (As Applicable)" contains two checkboxes: "Distraction Reduced Environment" and "Extended Time 1.5x", both of which are checked. Below this, there is an "Additional Note" field containing the text "N/A.". At the bottom of the form, there is a large blue button labeled "Add Exam Request".





## 6. Late Exam Notice

- a. You may be prompted with a **Late Exam Notice** if you attempt to submit an exam request after the BMAC deadline.
- b. BMAC asks that all exam requests are submitted *seven (7) business days in advance* of the scheduled exam date.

