

## Scheduling Your Exams

How do I schedule an exam for a course that I am approved for?

1. Under the section “My Accommodations” in the Student Menu, select “Alternative Testing”.

2. Select the course that you want to schedule your exam for.

- a. If you do not see your course(s) listed, check back at a later date.
  - i. It can take up to 48 hours for your courses to show up after registering for services.
  - ii. Otherwise contact the Office of Accessible Education and Student Support.

3. Select The Appropriate Request Type. Is this an Exam? Quiz? Midterm?

- a. Enter the date that the Instructor has scheduled the exam for.
- b. The student affairs policy is to schedule exams **as close to the actual class time as possible** (check with your professor).
- c. Enter the length of time that the class has been given for the exam, do not include any extended time that you may have been approved for.
- d. Select the appropriate service.
- e. Click “Add Exam Request” to submit your request.

4. Your Request Has Been Submitted Successfully.

- a. To check the status of your request, click on “List All Exams”.
- b. If the Status is “Processing”, it has not been approved yet.
  - i. If the Status is “Approved”, the Office of Accessible Education reviewed your request and approved it.

Home

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My Accommodations

- My Eligibility
- List Accommodations
- Alternative Testing **1**
- Notetaking Services

ALTERNATIVE TESTING

List Class(es) with Alternative Testing as Accommodation

Select Class: HIST 200.B - History of the Universe Part 2 **2**

Schedule Exam **2**

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

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CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MTWRF	08:00 AM	09:00 AM	07/04/2016 - 12/21/2016	Lane Hall 103

Exam Detail

Request Type\*: Select One **3**

View: Exam Schedule Availability

Date\*:  **3a**

Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time\*: Select  Select  **3b**

Exam Length (Specified by Student)\*:  **3c**

Note: **DO NOT SPECIFIED EXTRA TIME** and specify your exam length in **MINUTES**. Only specified this field if you have a different exam length than the standard version specified in the **alternative testing contract**.

Services Requested\*

Assisted Technology for Tests: Text to Speech Software\*  Extra Time 1.50x on Timed Tests

**3d**

**3e** Add Exam Request Back to Testing Requests Overview

EXAM REQUEST

List All Exams Other Exams for the Current Class Add Exam Request

**4** SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

CLASS: HIST 200.B - History Of The Universe Part 2 (CRN: 654321)

ALTERNATIVE TESTING

List Class(es) with Alternative Testing as Accommodation

Select Class: HIST 200.B - History of the Universe Part 2

Schedule Exam

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

HIST 200.B - History Of The Universe Part 2 [View Other Exams](#)

Exam - Friday, September 16, 2016 at 08:00 AM [Modify Request](#) [Cancel Request](#)

Status: Processing **4b**

Request Entered on Wednesday, September 14, 2016 at 07:25:27 AM