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.

Office of Accessible Education   Ladd Library G35   Phone: 207-786-6222   Email: accessiblity@bates.edu

If you experience any issues please contact us!!! We Can Help!!!