

Scheduling Exams

1. Log in with your credentials.
2. Click “Alternative Testing” in the drop-down menu on the left side of the screen.

The screenshot shows a user dashboard with a red header bar containing 'LOGIN AS USER' and a 'BACK TO MY PROFILE' button. The left sidebar has a 'MY DASHBOARD' section with links to Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox. Below this is an 'ACCOMMODATIONS' section with links to List Requests, Alternative Testing (highlighted with a blue arrow), Alternative Formats, Communication Access, and Notetaking Services. The main content area shows 'Accommodation Requests SUMMER 2025' with a large '1' indicating the number of requests, a 'View Request Detail' link, and a list of requests including 'AIM 100.01 - FAKE CLASS (CRN: 00011)'. There is also a 'YOUR NOTIFICATIONS' section with an example notification and a 'QUESTION?' section with contact information for OAA Staff.

3. Select the course you would like to schedule the exam in the drop-down menu.
Click “Schedule Exam”.

The screenshot shows the 'ALTERNATIVE TESTING' page. The left sidebar is identical to the previous screenshot, with 'Alternative Testing' highlighted. The main content area has a 'SCHEDULE AN EXAM' section with a 'Select Course:' dropdown menu (showing 'Select One') and a 'SCHEDULE AN EXAM' button, both highlighted with blue arrows. Below this is an 'UPCOMING EXAMS SCHEDULED' section with a table showing exam details.

View	Status	Location	CRN
View	Processing		0001

At the bottom of the sidebar, there is a 'SIGN OUT' button. The 'QUESTION?' section at the bottom of the main content area provides contact information for the Office for Access and Accommodations.

4. Fill out all the exam request fields.

SCHEDULE AN EXAM

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Login and Security
- > My Appointments
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Notetaking Services

SIGN OUT >

» MY DASHBOARD » SCHEDULE AN EXAM

REQUESTUPCOMING EXAMSALL EXAM REQUESTS

AIM 100.01 - FAKE CLASS (CRN: 00011)

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAMS FOR THIS COURSE

- Exam on Tuesday, June 24, 2025
Time: 09:00 AM - 10:20 AM (80)

EXAM REQUEST

Available Exam Dates*:
Select One

Date*:
mm/dd/yyyy

Hint: Please review: Exam Scheduling Availability.

Time*:
Select Select

Services Requested (As Applicable)*:
Hint: You are required to make a minimum of 1 selections.

☐ Assistive Technology Software

☐ Computer for Essays

☐ Extra Time 1.50x

☐ Extra Time 2.00x

☐ Limited Distraction

Total Exam Length:
0 Minutes

Exam Ends At:
Not Available

Additional Note:

TERMS AND CONDITIONS

CUSTOMIZE ME WEBSITE CONTROL, ALTERNATIVE TESTING, MAIN CONTROL, MESSAGE FOR STUDENT SUBMITTING EXAM REQUEST

You don't have use this field. Some schools provide testing policies or procedures

5. Click “Add Exam Request”

ACCOMMODATIONS

- > List Requests
- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Notetaking Services

SIGN OUT >

Date *:

Hint: Please review: Exam Scheduling Availability.

06/24/2025

Time *:

9 AM 00

Services Requested (As Applicable) *:

Hint: You are required to make a minimum of 1 selections.

☐ Assistive Technology Software

☐ Computer for Essays

☐ Extra Time 1.50x

☒ Extra Time 2.00x

☐ Limited Distraction

Total Exam Length:

40 Minutes x 2.00x Multiplier = 1 Hr 20 Min

Exam Ends At:

09:00 AM + 1 Hr 20 Min = 10:20 AM

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST > BACK TO OVERVIEW >

6. Make sure the exam appears in the “Upcoming Exams” column and the confirmation at the top of the screen says the request was successfully added.



SCHEDULE AN EXAM

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Login and Security
- > My Appointments
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

1 List Requests

MY DASHBOARD >> SCHEDULE AN EXAM

REQUEST UPCOMING EXAMS ALL EXAM REQUESTS

SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

AIM 100.01 - FAKE CLASS (CRN: 00011)

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAMS FOR THIS COURSE

- Exam on Tuesday, June 24, 2025
Time: 09:00 AM - 10:20 AM (80)
- Exam on Wednesday, June 25, 2025
Time: 09:00 AM - 10:20 AM (80)

EXAM REQUEST

Available Exam Dates *:

Select One

Date *:

Hint: Please review: Exam Scheduling Availability.

TERMS AND CONDITIONS

CUSTOMIZE ME WEBSITE CONTROL, ALTERNATIVE TESTING, MAIN CONTROL, MESSAGE FOR STUDENT SUBMITTING EXAM REQUEST

You don't have use this field. Some schools provide testing policies or procedures