Scheduling an Exam in the Accommodated Testing Office through the ASAC Dashboard

- Log into your dashboard and sign the required E-Form Agreements.
  a. These agreements outline important information regarding your approved accommodations. Please read in full and contact your DAA with any questions.
- From your dashboard, locate the box labeled Accommodations and select “Accommodated Testing.”

You will be directed to this page.
a. Scroll down to “Schedule an Exam.” From the dropdown list, select the course for which you want to schedule an accommodated assessment. Then select the black box labeled “Schedule an Exam” to continue.

Complete each section.

a. “Available exam dates” are the dates your course instructor has notified the Accommodated Testing Team of assessments in your course.
b. “Exam Type” is the type of assessment you are taking; quiz, mid-term, or test.
c. “Date” is the date in which you plan to take the assessment.
d. “Time” is the time you want to begin your assessment.
   i. Please note that the ASAC’s operating hours are 9 am to 5 pm, Monday – Friday. **All accommodated testing must finish by 5 pm.**
e. “Standard Length of Exam (In Minutes)” is the total time the class has to complete the assessment. Please **do not** enter your accommodated time as the system calculates it automatically.

f. “Services Requested (As Applicable)” are the accommodations you wish to use for this assessment. Please note that only your approved testing accommodations will appear. You must select at least one accommodation when making an exam request.
− Once you have filled in the standard length box, you can view the “Total Exam Length” that includes your total accommodated testing time and the start and end time of your accommodated assessment.

− Once you have confirmed the above information, select “Add Exam Request.”

− If your request was submitted successfully, you will see a message: “Success! Your action has been completed”. If you do not see this message, please review the information you selected and ensure all required fields are completed.