## Scheduling an Exam at DSS Testing Center

## **Scheduling Notice**

- Please schedule all your exams at the beginning of each semester so that you don't miss the scheduling deadline and risk taking an exam without accommodations.
- Provide at least 5 business days in advance notice when scheduling. Schedule all exams at the same time/date as the rest of the class.
- If scheduling at a different time than your class, you must obtain prior approval from your instructor.
- The deadline for final exams is 7 business days before finals begin.

## How to Schedule exam in DSS Online Portal

1. Login to the <u>DSS Online Portal</u> with your UAB username and password.

НОМЕ	HOME » WELCOME		
Online Services Home     Instructor Portal     Start/Resume Application	STUDENT AND STAFF	APPLICATION CENTER	INSTRUCTOR PORTAL
SIGN OUT	Ċ	A	S.
	SIGN IN >	START/RESUME APPLICATION >	ACCESS INSTRUCTOR PORTAL >
	SIGN UP AS NOTETAKER	COMMUNICATION ACCESS	CONNECT WITH US
	間	لمعالم	UAB Disability Support Services 409 Hill Student Center 1400 University Bhd. Birmingham, AL 35244 Phone: (205) 934-4205 (Voice)

2. On the left side menu of your Dashboard under 'Accommodations' select 'Alternative Testing'.



3. Find the 'Select Course' dropdown menu. The classes you have requested alternatives testing accommodations for will show up in this list. Select the course you would like to schedule a test for and select 'Schedule an Exam.'

Important Note  • Courses marked w the exam.	ith * do not have <b>Alternative Testing Contract</b> specified by the instructor and you will be required to enter the <b>standard length</b> of
	DEMO 1234.DEMO - BLAZE WAY - DEMO (CRN: 1234)*

- 4. When scheduling exams for courses, in the important message section it will notify you that a testing agreement has not been submitted for a course. Please ensure that your instructor completes the testing agreement as it can delay approval to test with DSS.
  - Please note, Courses marked with an asterisk do not have Alternative Testing Contract specified by the instructor and you will be required to enter the standard length of the exam.
  - REMEMBER: Tests must be scheduled at least 5 business days in advance. Final Exams must be scheduled at least 7 business days in advance.



- 5. Below this, complete the Exam Request form by selecting the Exam Type, Date, Time, and Services Requested. The Services Requested will list the testing accommodations for which you are approved.
  - Courses without an instructor-submitted Alternative Testing Agreement requires the student to enter the exam's standard length.

DSS recommends adding the length of the class time, till your instructor submits an Alternative Testing Agreement contract.

• Please only select the accommodations you plan to use for this test. Then, select 'Add Exam Request' at the bottom of the page.

Exam Type	*:	
Compute	r-Based Exam 🗸	
Date*:		
Hint: En 12/31/2	ter date in the following format Month/Day/Year (i.e. 025).	
04/17/20	25	
Time *:		
8 AM 🕚	00 ~	
Standard I	ength Of Exam (In Minutes) *: ⑦	
60		
Services F	equested (As Applicable) *:	
Hint: Yo	u are required to make a minimum of <b>1</b> selections.	
Ex	tra Time 1.50x	

6. You will receive a message that your request was submitted successfully. You will also receive emails notifying you when you submit your request and when your scheduled test has been approved. Your professor will also receive a copy of the approved request email.

LOGIN AS USER	→ MY DASHBOARD » SCHEDULE AN EXAM	REQUEST UPCOMING EXAMS ALL EXAM REQUESTS
BACK TO MY PROFILE >	SUCCESS! YOUR ACTION HAS BEEN COMPLETED The system has successfully saved your action.	
MY DASHBOARD		
Overview     Announcements	DEMO 1234.DEMO - BLAZE WAY - DEMO (CRN	1234)
Equipment     Information Release Consents     Login and Security	IMPORTANT MESSAGE	
My Appointments     My Documents     My Files	Thank you for scheduling your test with DSS. We have not received the contract, the link is in the faculty notification or contact DSS to re-send ti If you have any questions or concerns, please contact DSS.	resting Contract from your professor. Please talk to you professor and ask them to fill out the he letter,
<ul> <li>My Eligibility</li> <li>My E-Form Agreements</li> </ul>	UPCOMING EXAMS	EXAM REQUEST
<ul> <li>My Mailbox (sent Emails)</li> <li>My Signup List</li> </ul>	Computer-Based Exam on Thursday, April 17, 2025 Time: 08:00 AM - 09:30 AM (90)	Exam Type *: Select One
ACCOMMODATIONS		Date*:

7. Once, you submit an 'Exam Request', you can add additional exam requests for the course. You can enter in additional exam requests for a course by going to the 'Exam Request' section.

	EXAM REQUEST
Computer-Based Exam on Thursday, April 17, 2025 Time: 08:00 AM - 09:30 AM (90)	Exam Type*: Select One
	Date*:
TERMS AND CONDITIONS	Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).
Please review the following student responsibilities before submitting your exam request:	mm/dd/yyyy
I understand it is my responsibility to obtain approval from my instructor to	Time*:
take my exam at DSS before I schedule my exam.	Select × Select ×
<ul> <li>I understand it is my responsibility to schedule my test at least 7 business days before my exam.</li> </ul>	
I understand it is my responsibility to schedule my final exams at least 7	Standard Length Of Exam (In Minutes)*: ⑦
business days before my exam.	
I understand it is my responsibility to schedule my exam at the same time as	
the rest of the class OR the time my instructor approved.	