

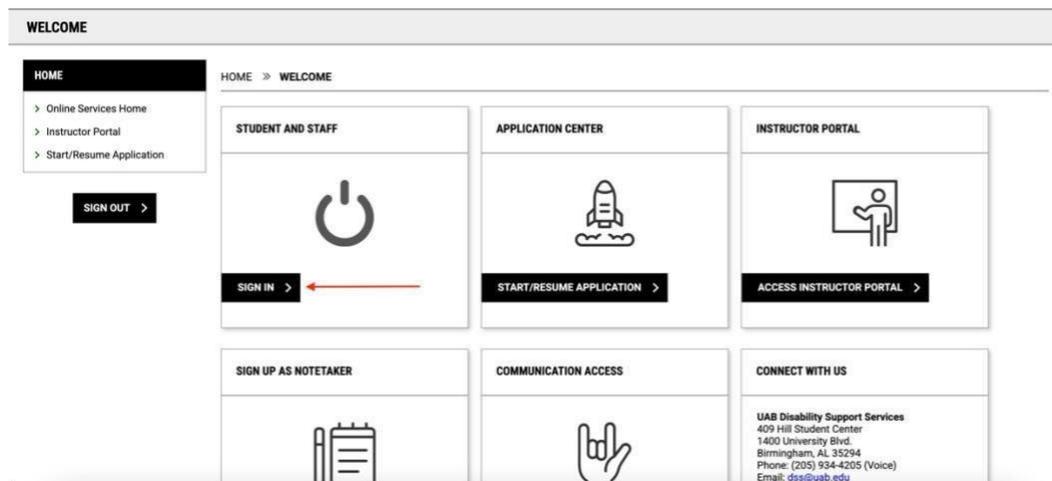
# Scheduling an Exam at DSS Testing Center

## Scheduling Notice

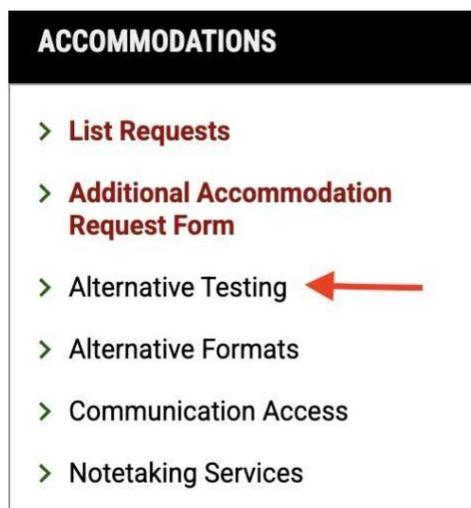
- Please schedule all your exams at the beginning of each semester so that you don't miss the scheduling deadline and risk taking an exam without accommodations.
- Provide at least 5 business days in advance notice when scheduling. Schedule all exams at the same time/date as the rest of the class.
- 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 [DSS Online Portal](#) with your UAB username and password.



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.'

**SCHEDULE AN EXAM**

**Important Note**

- Courses marked with \* do not have **Alternative Testing Contract** specified by the instructor and you will be required to enter the **standard length** of the exam.

Select Course: DEMO 1234.DEMO - BLAZE WAY - DEMO (CRN: 1234)\*

**SCHEDULE AN EXAM >**

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.**

**IMPORTANT MESSAGE**

Thank you for scheduling your test with DSS. We have not received the Testing Contract from your professor. Please talk to you professor and ask them to fill out the contract, the link is in the faculty notification or contact DSS to re-send the letter.  
If you have any questions or concerns, please contact DSS.

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 REQUEST**

Exam Type\* :

Date\* :  

**Hint:** Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

Time\* :

Standard Length Of Exam (In Minutes)\* : ⓘ

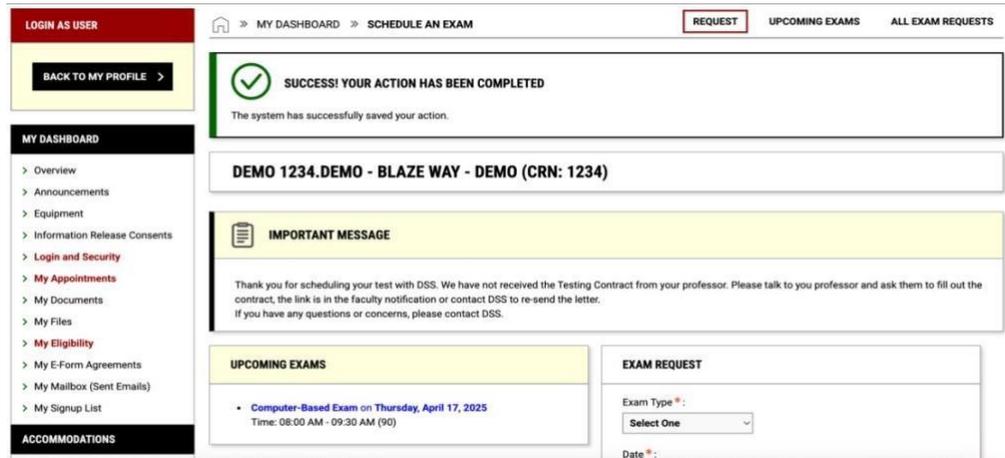
Services Requested (As Applicable)\* :  

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

 Extra Time 1.50x

Total Exam Length:  
**60 Minutes x 1.50x Multiplier = 1 Hr 30 Min**

- 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.



- 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.

