

Student Test Scheduling Instructions

1. Log into the [online portal](#).

The screenshot shows the home page of the Office of Disability Services. At the top left is the logo with a stylized 'A' and the text 'Office of Disability Services'. Below the logo is a 'WELCOME' banner. On the left is a 'HOME' sidebar menu with links to 'Online Services Home', 'Instructor Portal', and 'Start/Resume Application'. The main content area features a breadcrumb trail 'HOME > WELCOME' and a grid of service tiles. The 'LOGIN INFORMATION' tile is highlighted with a red circle and contains fields for 'Username *' and 'Password *', and a 'SIGN IN >' button. Other tiles include 'INSTRUCTOR PORTAL' with an 'ACCESS INSTRUCTOR PORTAL >' button, 'APPLICATION CENTER' with a 'START/RESUME APPLICATION >' button, 'SIGN UP AS NOTETAKER' with an 'APPLY NOW >' button, 'COMMUNICATION ACCESS' with a 'START REQUEST >' button, and 'CONNECT WITH US' with contact information and a 'Schedule an appointment with ODS' section.

Office of Disability Services

WELCOME

HOME >> HOME >> WELCOME

HOME

- > Online Services Home
- > Instructor Portal
- > Start/Resume Application


LOGIN INFORMATION

Username *:

Password *:


SIGN IN >

INSTRUCTOR PORTAL




ACCESS INSTRUCTOR PORTAL >

APPLICATION CENTER




START/RESUME APPLICATION >

SIGN UP AS NOTETAKER



APPLY NOW >

COMMUNICATION ACCESS



START REQUEST >

CONNECT WITH US

Office of Disability Services
205-348-4285
1000 Houser Hall
ods@ua.edu
www.ods.ua.edu

Schedule an appointment with ODS: Sign in to the ODS Online Portal and select My Appointments. In the top right corner, select Request Appointment. Students can also call ODS at 205-348-4285 and select option 0.

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2. Navigate to the Alternative Testing Page.

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

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

ACCOMMODATIONS


- > **List Requests**
- > **Request for Additional Academic Accommodations**
- > **Alternative Testing**

SIGN OUT >

» MY DASHBOARD » OVERVIEW

Accommodation Requests 2024 - SPRING

2
Number of Requests
[View Request Detail](#)


[Add Requests](#)

List of Accommodation Requests:

- [ODS 102.001 - UNDERSTANDING ODS \(FA\) \(CRN: 1020\)](#)

ACCOMMODATIONS SPECIALIST

Name
Debbie TEST

Phone
2053484285

Email
[Send Email](#)

CONTACT US

Office of Disability Services
205-348-4285
1000 Houser Hall
ods@ua.edu
www.ods.ua.edu

Schedule an appointment with ODS: Sign in to the [ODS Online Portal](#) and select My Appointments. In the top right corner, select Request Appointment. Students can also call ODS at 205-348-4285 and select option 0.

3. Locate Schedule an Exam, select a Course from the drop-down menu and click Schedule An Exam.

ALTERNATIVE TESTING

LOGIN AS USER

HOME » MY DASHBOARD » ALTERNATIVE TESTING

OVERVIEW ALL EXAM REQUESTS

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > **Login and Security**
- > My Appointments
- > My Documents
- > My Files
- > **My Eligibility**
- > My E-Form Agreements

IMPORTANT MESSAGE

Three (3) business days notice is required for testing requests. Late testing space requests will not be processed.

SCHEDULE AN EXAM

Important Note: Courses marked with * do not have **Alternative Testing Agreement** specified by the instructor and you will be required to enter the **standard length** of the exam.

Select Course: **Select One** ▼

- Select One
- ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020)

4. Under Available Exam Dates, select the correct date from the drop-down menu. If you do not see your exam date listed, select “The Exam I’m Scheduling Is Not Listed.”

<ul style="list-style-type: none">> Login and Security> My Appointments> My Documents> My Files> My Eligibility> My E-Form Agreements> My Mailbox (Sent Emails) <p>ACCOMMODATIONS</p> <ul style="list-style-type: none">> List Requests> Request for Additional Academic Accommodations> Alternative Testing	<p>EXAM REQUEST</p> <p>Available Exam Dates* :</p> <div data-bbox="569 436 995 613"><p>Select One</p><ul style="list-style-type: none">Select OneTest/Exam - Thursday, July 11, 2024 (02:00 PM)Test/Exam - Wednesday, July 17, 2024 (10:00 AM)Test/Exam - Wednesday, July 24, 2024 (10:00 AM)Final - Thursday, July 25, 2024 (08:00 AM)The Exam I'm Scheduling Is Not Listed</div> <p>Date* : <input type="text" value="mm/dd/yyyy"/> </p> <p>Time* :</p> <p><input type="text" value="Select"/> <input type="text" value="Select"/></p> <p>Services Requested (As Applicable)* :</p> <div data-bbox="569 829 1125 886"><p>Hint: You are required to make a minimum of 1 selections.</p></div> <p><input type="checkbox"/> Extra Time 1.50x</p> <p>Total Exam Length:</p> <p>0 Minutes</p> <p>Exam Ends At:</p> <p>Not Available</p> <p>Required Technology (If Applicable):</p> <p><input type="checkbox"/> Select box if requested time is different from class time - provide explanation below.</p> <p>Additional Note:</p> <div data-bbox="569 1325 1100 1412"></div>	<p>TERMS AND CONDITIONS</p> <p>By selecting this box, you are acknowledging that you have received and reviewed the DDS Testing Center Procedures.</p>
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SIGN OUT >

5. If you select an exam date from the list, the Date, Time and Total Exam Length will auto populate for you. You will just need to check the accommodations you will need under Services Requested (As Applicable) and type any additionally notes regarding your test, if need. Then select Add Exam Request at the bottom.

NOTE: You can adjust the time if you need to start a test at a different time due to a class conflict for extra time.

- > My Appointments
- > My Documents
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Request for Additional Academic Accommodations
- > Alternative Testing

SIGN OUT >

Available Exam Dates * :

Test/Exam - Thursday, July 11, 2024 (02:00 PM) ▾

Date * : ⓘ

07/11/2024 📅

Time * :

2 PM ▾ 00 ▾

Services Requested (As Applicable) * :

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

Extra Time 1.50x

Total Exam Length:

45 Minutes x 1.50x Multiplier = 1 Hr 8 Min

Exam Ends At:

02:00 PM + 1 Hr 8 Min = 03:08 PM

Required Technology (If Applicable):

Select box if requested time is different from class time - provide explanation below.

Additional Note:

By selecting this box, you are acknowledging that you have received and reviewed the ODS Testing Center Procedures.

6. If you select “The Exam I’m Scheduling is Not Listed,” you will need to complete the following sections: Exam Type, Date, Time, Standard Length of Exam (In Minutes), and Services Requested (As Applicable). Then select Add Exam Request at the bottom.

> My E-Form Agreements

> My Mailbox (Sent Emails)

ACCOMMODATIONS

> List Requests

> Request for Additional Academic Accommodations

> Alternative Testing

SIGN OUT >

UPCOMING EXAMS FOR THIS COURSE

- **Test/Exam on Thursday, July 11, 2024**
Time: 02:00 PM - 03:08 PM (68)

TERMS AND CONDITIONS

By selecting this box, you are acknowledging that you have received and reviewed the ODS Testing Center Procedures.

EXAM REQUEST

Available Exam Dates *:

The Exam I'm Scheduling Is Not Listed

Exam Type *:

Select One

Campus *:

Main Campus

Date *:

mm/dd/yyyy

Time *:

Select Select

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:
0 Minutes

Exam Ends At:
Not Available

Required Technology (If Applicable):

Select box if requested time is different from class time.

7. You can view all requests, see the status of all requests, and modify/cancel any requests under the Alternative Testing tab by selecting All Exam Requests.

ALTERNATIVE TESTING

HOME » MY DASHBOARD » ALTERNATIVE TESTING

OVERVIEW **ALL EXAM REQUESTS**

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
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Select Course:

SCHEDULE AN EXAM >

UPCOMING EXAMS