Student Test Scheduling Instructions

1. Log into the [online portal](https://example.com).
3. Locate Schedule an Exam, select a Course from the drop-down menu and click Schedule An Exam.
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.”
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.
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.
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.