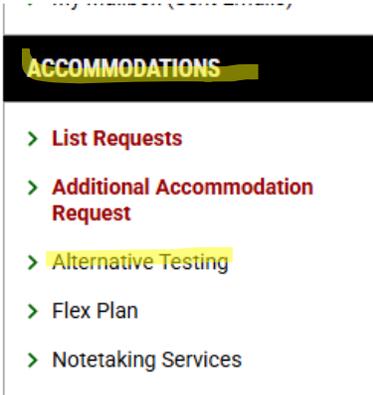




How to Schedule an Exam Using the Alternative Testing Module

1. Log into [DS Portal](#)
2. On the left hand side of the main dashboard find and click on “**Alternative Testing**” under the “**Accommodations**”



3. Read the **important message** on the next window and scroll down to “**Schedule an Exam.**”

» MY DASHBOARD » ALTERNATIVE TESTING

IMPORTANT MESSAGE

Reminders when scheduling:

- Test appointments must be scheduled at the same date/time that the class meets. Exceptions are evening classes, back-to-back classes, or with prior permission from the instructor.
- Test appointment requests placed after 4 p.m. on Friday for a Monday appointment may be declined. 24 hours' notice (business hours) are required.
- To reschedule an appointment, you must first contact your professor and then follow up with Disability Services.
- Tests must be started early enough to be finished by 4:45 pm.

[See full Testing Accommodation Policies.](#)

SCHEDULE AN EXAM

Important Note

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

Select Course:

SCHEDULE AN EXAM >

4. Find and select the course and click on the black “**Schedule an Exam**” button.

SCHEDULE AN EXAM

Important Note

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

Select Course: **GPS 1010.042 - GATEWAY PROGRAM SEMINAR (CRN: XXXX)***

SCHEDULE AN EXAM >

5. Fill in the required **Exam Request** details.

EXAM REQUEST

Exam Type*:

Exam/Quiz

Date*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

02/09/2026

Time*:

11 AM 00

Standard Length Of Exam (In Minutes)*: ?

Hint: Please specify a number lower than 240 minutes.

60

Services Requested (As Applicable)*:

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

- Computer
- Dictation Software
- Distraction Reduced Environment
- Extra Time 1.50x
- Extra Time 2.00x

Total Exam Length:

60 Minutes

Exam Ends At:

11:00 AM + 1 Hr 0 Min = 12:00 PM

Additional Note:

6. On the “**Standard Length of Exam**” enter the amount of minutes needed for the exam. Once the minutes are entered, the end time will change below where it says “**Exam Ends At:**”

Standard Length Of Exam (In Minutes)* : ?

Hint: Please specify a number lower than **240** minutes.

60

Services Requested (As Applicable)* :

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Computer | <input type="checkbox"/> Dictation Software |
| <input type="checkbox"/> Distraction Reduced Environment | <input type="checkbox"/> Extra Time 1.50x |
| <input type="checkbox"/> Extra Time 2.00x | |

Total Exam Length:

60 Minutes

Exam Ends At:

11:00 AM + 1 Hr 0 Min = 12:00 PM

7. Read the **Terms & Conditions** and click each check box to confirm.

TERMS AND CONDITIONS

Please indicate that you have read and agreed to the following statements* :

- I acknowledge my test request is not officially approved until my instructor completes the Proctoring Agreement and provides the exam document.
- I acknowledge I have reviewed and understand the [Disability Services Testing Center Policies](#).
- I acknowledge this exam request is scheduled on the **course's specified date and time** unless otherwise discussed and approved by my course instructor.
- Testing rooms are monitored and recorded at all times during your exam session via closed circuit camera. Any potentially dishonest behavior will be reported to the instructor when your exam is returned to them.

8. “Submit the Exam Request” and the next window will show a green checkmark indicating the submission was a success.
9. There will be a message showing that the request is not officially approved until the instructor completes the Proctoring Agreement and provides the exam document.
10. There will be a blue exam with the date listed under the upcoming exams box.



SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

GPS 1010.042 - GATEWAY PROGRAM SEMINAR (CRN: XXXX)



IMPORTANT MESSAGE

My test request is not officially approved until my instructor completes the Proctoring Agreement and provides the exam document.

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAMS

- Exam/Quiz on **Monday, February 09, 2026**
Time: 11:00 AM - 12:00 PM (60)

EXAM REQUEST

Exam Type *:

Select One ▾

Date *:

11. On the main **Alternative Testing** module the Upcoming Exams Scheduled will list any requests submitted and what the status is.
12. There is an option to cancel the request by clicking on the blue “View” link.

UPCOMING EXAMS SCHEDULED

View	Status	Location
View	Waiting for Instructor	To Be Determined

13. Click on the black “Cancel Exam Request” button

14. A confirmation message will populate on the window, click on the black “Confirm” button

The screenshot shows a web interface for managing exam requests. On the left, there is a section titled "TERMS AND CONDITIONS" with a sub-header "Please indicate that you have read and agreed to the following statements" and a status of "Not Specified". To the right, details for the exam are listed: Exam Type: Exam/Quiz, Date: 02/09/2026, Time: 11:00 AM, and Standard Length of Exam (in Minutes): 60. A modal dialog box titled "CONFIRMATION" is centered on the screen, containing the text "Please confirm to delete this exam request." and two buttons: "CONFIRM" and "CANCEL". Below the dialog, the time "12:00 PM" and "Additional Note: Not Specified" are visible. At the bottom of the page, there is a "FORM SUBMISSION" section with two buttons: "CANCEL EXAM REQUEST" and "BACK TO LIST".

15. The dashboard will then show that the request was **Cancelled** as the new status.

UPCOMING EXAMS SCHEDULED				
View	Status	Location	CRN	St
	Cancelled	To Be Determined	XXXX	GF