

Scheduling an Exam with the A11y Testing Center

- Log into the **A11y Student Portal**
- Once logged in, you will be at the **Dashboard view**

The screenshot shows the 'My Dashboard' page with a green header. Below the header, there is a breadcrumb trail: Home >> My Dashboard >> Overview. A red button labeled 'Login as User Feature' is at the top left, with a 'Back to My Profile' button below it. A left sidebar contains a 'Home' section with links to My Dashboard, My Profile, Change My Login Information, and Additional Accommodation. The main content area is titled 'OVERVIEW' and features a yellow warning box with a red triangle icon. The warning message reads: 'IMPORTANT MESSAGE(S) Please read the following message(s) regarding your account:'. Below this, a 'Your To Do List' is shown with one item: '1. RUSS 013.001 - Vampires, Witches & Firebirds', which has a sub-item: 'Alternative Testing: You have not scheduled any exams for this class.'

This image shows a close-up of the left navigation sidebar. It has two main sections: 'Home' and 'My Accommodations'. The 'Home' section includes links for My Dashboard, My Profile, Change My Login Information, Additional Accommodation Request Form, and My Mailbox (Sent E-Mails). The 'My Accommodations' section includes links for My Eligibility, List Accommodations, Alternative Testing, Alternative Formats, and Notetaking Services. The 'Alternative Testing' link is highlighted with a red rectangular box.

In the lower left navigation bar,
scroll down to

My Accommodations.

Click on
Alternative Testing

ALTERNATIVE TESTING

Alternative Testing Contract(s)

Below is the list of all Alternative Testing Contract(s) submitted through the system. An Alternative Testing Contract must be specified.

Select Class: **RUSS 013.001- Vampires, Witches & Firebirds (31216) - No Alternative Testing Contract Specified** ▼


Schedule an Exam: **RUSS 013.001- Vampires, Witches & Firebirds (31216) - No Alternative Testing Contract Specified**

From the **drop-down menu**, choose the class you want to schedule an exam for.

Schedule an Exam **View Alternative Testing Detail**

Click on **Schedule an Exam**

ALTERNATIVE TESTING

 **TERMS AND CONDITIONS OF REQUESTING**

Please read carefully the following terms and conditions of scheduling:

- Your alternative testing accommodation allows you to request

View: [Exam Schedule Availability](#)

Read and accept the **Terms and Conditions** of requesting an exam in **The A11y Testing Center.**

Enter your Exam Details

Choose your **exam type**

Select Class *: RUSS 013.001- Vampires,Witches&Firebirds (CRN: 31216)

Request Type *: Select One ▾

[View: Exam Schedule Availability](#)

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time *: Select ▾ Select ▾

Select the **date and time**

Services Requested (As Applicable) *

Computer for short answer and essay questions

Extra Time 1.50x

Reduced-distraction environment

Select the **accommodations you are approved for**

Additional Note:

Add an **additional note** if there is something you would like to alert Testing Center staff to.

Add Exam Request

Back to Testing Requests Overview

When you are done, click **Add Exam Request**

What happens next?

- You will receive an email confirmation.
- Your instructor will complete a Testing Agreement, outlining the conditions for the exam.
- You will receive confirmation of the exam being approved.

How do I know my exam has been scheduled?

- Log back into **A11y**
- Go to **My Accommodations** in the left side navigation bar.
 - Click on **Alternative Testing**.
Your exams will be listed there along with the exam status.

Note: If you do not see your exam listed, you have not completed the process and will need to request the exam again.

Need to modify an exam request?

Follow the steps here, and then click “**modify**” from your exam list.

Your instructor and the Testing Center will need to approve any changes.

Other questions?

Please contact us at:

Testing.Center@dartmouth.edu