Scheduling an Exam with the A11y Testing Center

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

In the lower left navigation bar, scroll down to My Accommodations.

Click on Alternative Testing
Click on Schedule an Exam

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

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 the date and time

Select the accommodations you are approved for

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

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