Scheduling an Exam with the A11y Testing Center: Text Only Directions

1. Log into Ally Student Portal
2. Once logged in, you will be at the Dashboard view
3. In the left side navigation bar, scroll down to Alternative Testing and click to open.
4. From the dropdown menu, choose the class you want to schedule and exam for.
5. Click the 'Schedule an Exam' button
6. Read and accept the Terms and Conditions of requesting an exam in the Ally Testing Center
7. Enter your Exam Details. These include the following steps:
   a. Choose your Exam Type
   b. Select the date and time
   c. Select the accommodations you are approved for and which you would like to use for this exam.
   d. Add an additional note (optional) if there is something you’d like to alert the Testing Center staff to.
   e. When you are done, click the Add Exam Request button.

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 and then
  - 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?

- Log back into A11y

- Go to My Accommodations in the left side navigation bar and then
  - Click on Alternative Testing.
  - Your exams will be listed there along with the exam status
  - Locate the exam you need change and click “modify”

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

Other questions?

Please contact us at: Testing.Center@dartmouth.edu