

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