**How to sign up for exams.**

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>>>Okay so at this point you have already submitted your accommodation request for the semester.

Now you want to go back and sign up to take exams in our test proctoring center.

Now before you can do this, you have to make sure we have heard back from your professor. There are 2 ways you can do it.

You can go to the professor and talk to them directly or you can sign in to the on-line services to see if it gives you the option to sign up for the exam. If it doesn't give you the option, then we have not heard back from them.

Let’s go ahead and Sign in using information for our fictional student Jane Austin.

When you sign in, on the left-hand side you will see an option for Alternative Testing.

Click on that.

We now can select the class, in this case we can a fictional course called SDS 100 section one. If she is in any other courses and she has submitted accommodations requests for them and they are not listed, that means we have not heard back from the professor.

Let’s go ahead and sign up to take an exam in this class.

Click on the class and then click Schedule an exam.

Scroll down.

You will see that the exams that she has already signed up to take in that class are listed and then it gives you the option to sign up for an additional exam.

Under request type, you have the option to select final, HESI, midterm or quiz.

HESI will apply only to nursing students and the other request types are actually only there based on what the professor told us.

An example being is if there is no final in the course and they didn't submit information for the final, it will not be listed there.

Let's go ahead and sign up to take a midterm in this class.

Select Midterm, and then put in the date.

Then tell us what time the midterm will be.

And then select what services you will need for this exam.

This is going to be tailored to your specific accommodations.

And in this case say she will need a computer and extra time for this exam.

And then click, Add exam request.

When you see the green check mark you know it has been successfully submitted to the system and you can scroll down and see all the exams that you signed up for in this course.

You will notice that the status is processing in all of these cases. Every day our staff goes in and approves or denies exam requests. Remember that our policy states that you need to sign up to take these exams at least 5 days in advance.

If you Scroll down further it gives you the option to sign up for further exams in this class. I recommend that you actually sign up to take all of your exams for the semester at once, that way you know that you are in there and you know you have reserved a spot.

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