Instructions for Scheduling an Exam at the ADS Testing Center

BEFORE YOU BOOK A TEST YOU MUST:

- (1) Contact your Professor at least five (5) class days prior to the exam to make arrangements for alternative testing space.
- (2) You must make your appointment to take a test at least 72 hours before you plan to take the exam.
- (3) If you plan to take your exam at a different start time or date from your class schedule, you must get approval from your professor.

NOTE: Appointment times cannot be scheduled outside of ADS Testing Center hours. For example, if your exam will take 2 hours, the last possible time you can schedule your exam is 3:00 PM. Further, this is NOT an excused absence, so do not schedule an exam that will overlap into another course on your schedule or make you late to another class.

You have to be registered for test accommodations through ADS to see a "Testing Room" tab on the student-side of Accommodate. If you are not registered for test accommodations, but would like to be considered for this accommodation, please contact ADS at <u>disability@coastal.edu</u> or (843) 349-2408 to review your request.

Login to <u>Accommodate</u>: Log in through the CCU portal.

1. Once ADS has approved your semester request you will receive your Professor Memo via email and you will see the Exam Requests tab.

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2. To schedule an exam, click New Exam Request from the Exam Requests tab.

☆ Home	Home / Exam Requests	
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Documents		
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3. Select your course from the drop-down list and adjust the date. Click **Refine Results** at the bottom of the page.

☆ ⊦	Home	Home / Exam Requests			
Ģ 4	Accommodation	Exam Requests			
Åĝ Α	Appointment	1			
6	Documents	Course		Thursday, Jun 27, 2019	
C F	Resources	MKT320D	~	Testing Room - 1	9:00 am
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E E	Exam Requests	2019-06-19 Select	to	(4 of 4 slots available)	
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		Time Range		Monday, Jul 1, 2019	
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4. Enter the exam name (ex: Exam #3) and add any notes for ODS to view. The system will automatically calculate the length of the exam based on the class length. Submit your exam request.

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MKT320D		* indicates a required field	
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2019-06-19	Select to	Course *	
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- 5. Students and professors will receive an email regarding your testing request and your pending exam request will appear on your Accommodate profile under Exam Requests on the left hand side under Pending Exam Requests.
- 6. Once your professor approves the exam in Accommodate, you will receive an email confirmation and your exam will move to the right hand side under **Approved Exam Requests**.