

# Instructions for Scheduling an Exam at the ADS Testing Center

## BEFORE YOU BOOK A TEST YOU MUST:

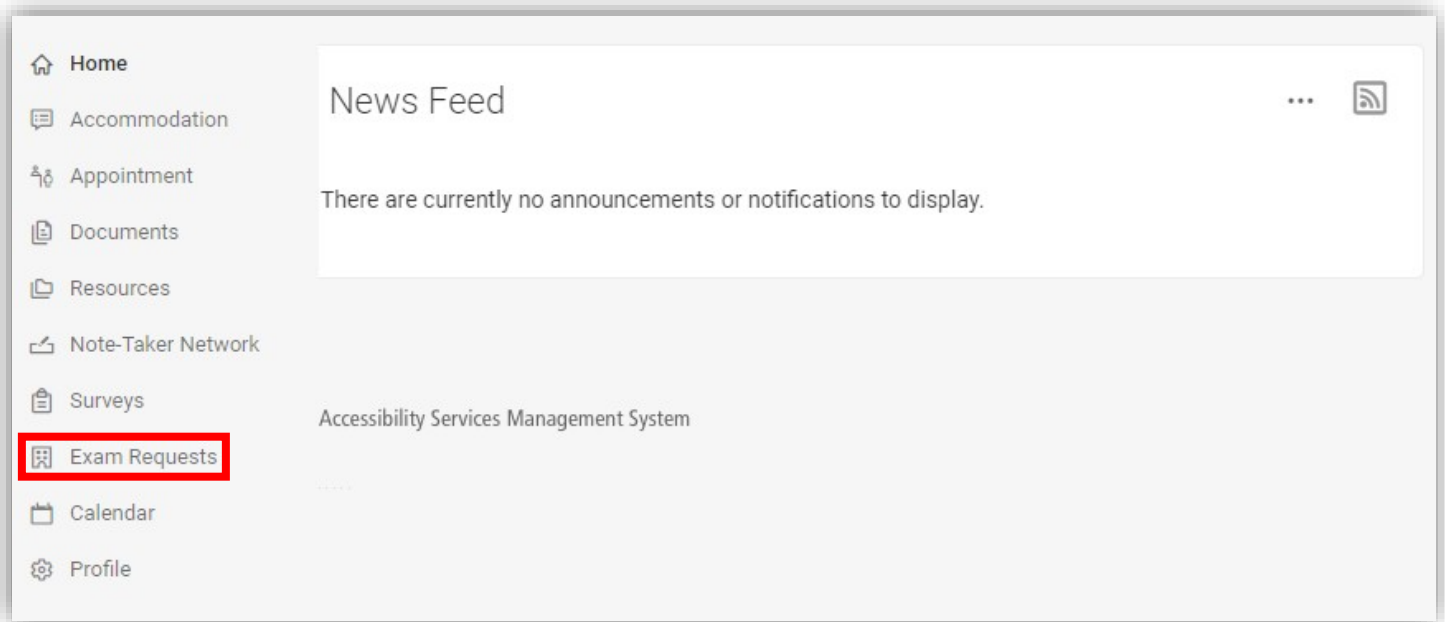
- (1) Contact your Professor at least five (5) class days prior to the exam to make arrangements for alternative testing space.
- (2) You must make your appointment to take a test at least 72 hours before you plan to take the exam.
- (3) If you plan to take your exam at a different start time or date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

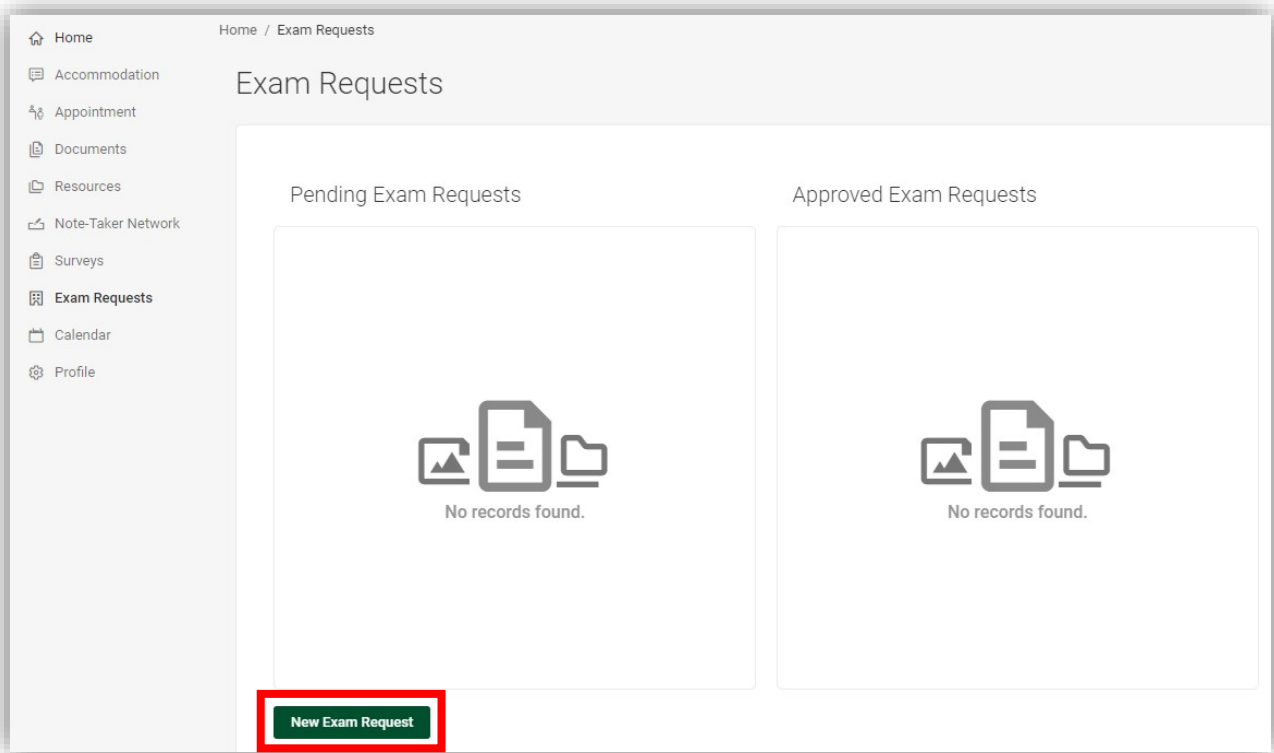
You **have** to be registered for test accommodations through ADS to see a “Testing Room” tab on the student-side of Accommodate. If you are not registered for test accommodations, but would like to be considered for this accommodation, please contact ADS at [disability@coastal.edu](mailto:disability@coastal.edu)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

Login to [Accommodate](#): Log in through the CCU portal.

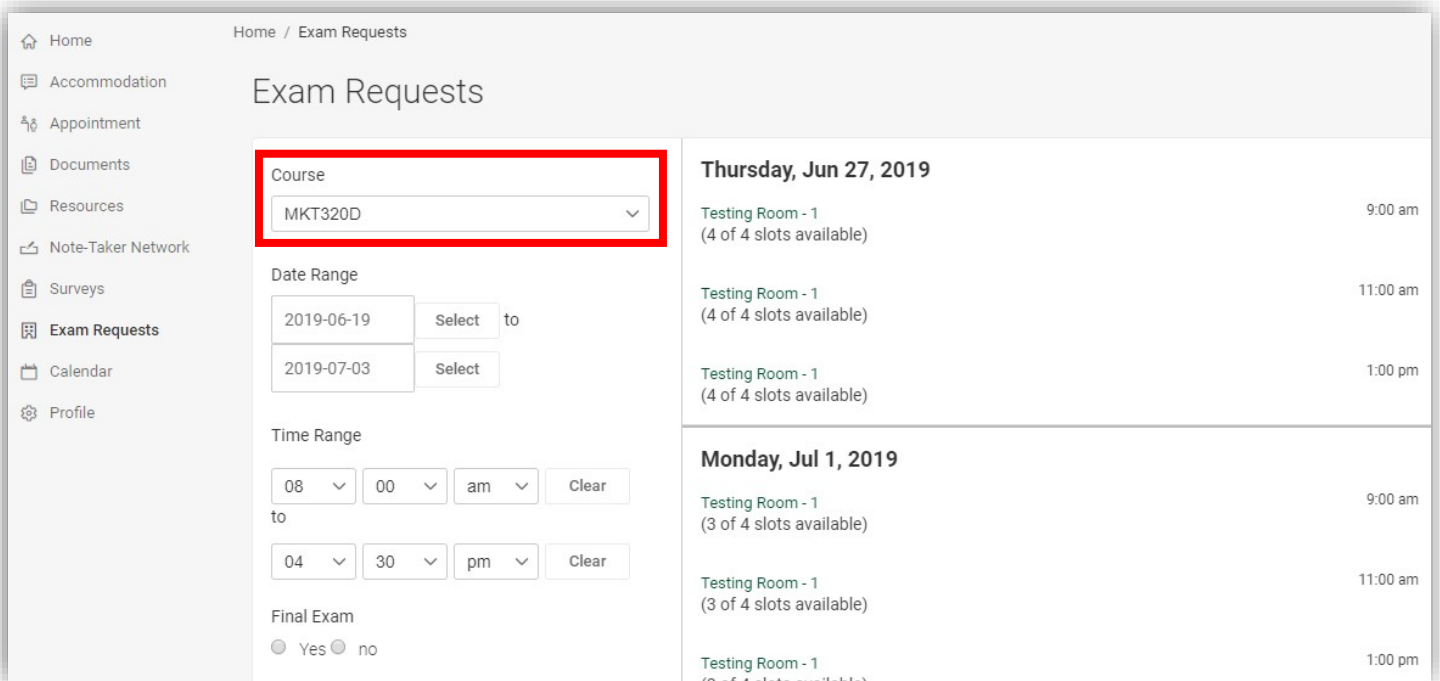
1. Once ADS has approved your semester request you will receive your Professor Memo via email and you will see the **Exam Requests** tab.



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



3. Select your course from the drop-down list and adjust the date. Click **Refine Results** at the bottom of the page.



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.

The screenshot shows a web interface for 'Exam Requests'. On the left, there are input fields for 'Course' (MKT320D), 'Date Range' (2019-06-19 to 2019-07-03), 'Time Range' (08:00 am to 04:30 pm), and 'Final Exam' (radio buttons for Yes/No). A modal window titled 'Confirm Exam Booking' is open in the center, containing the following fields:

- \* indicates a required field
- Testing Room \* (Testing Room - 1)
- Course \* (MKT320D (RETAILING))
- Exam \* (empty text box)
- Testing Date \* (July 02, 2019)
- Testing Time \* (9:00 am)
- Length \* (empty text box)

On the right side of the interface, there is a list of available exam times: 9:00 am, 11:00 am, 1:00 pm, 9:00 am, 11:00 am, and 1:00 pm.

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**.