

Scheduling, Modifying, or Cancelling Exams through Bison Accessibility Portal

Test Proctoring Reminders

1. Students are encouraged to check their syllabus and schedule their exam/quiz appointments for the entire semester in advance.
2. All exam/quiz appointments must be scheduled at least five business days in advance through the Bison Accessibility Portal and final exam appointments three weeks in advance (15 business days).
3. The Disability Services testing center will only be open between 8 AM and 5 PM Monday through Friday. If you have a class that begins at 2 PM or later please discuss with your instructor how your alternative testing accommodations will be handled.
4. If you add a class throughout the semester, you are responsible for updating the exam scheduling information in the Bison Accessibility Portal.

Scheduling your exams

1. To schedule your exams in the Bison Accessibility Portal, click on the alternative testing link in the left side bar menu.
2. Next, select a course from the drop-down menu for which you would like to schedule.
3. If the text "No Testing Agreement Specified" is present next to a given class, the testing agreement has not yet been completed by the instructor. You may proceed with scheduling exams for the class, but please remind your instructor to fill out the testing agreement as soon as possible. The link to this agreement is located within the faculty notification letter that was automatically generated by your request for accommodations.
4. Select the course and click the schedule an exam button. Read the terms and conditions of scheduling an exam. In the section labeled "Exam Detail" choose the request type from the drop-down list. You may select from final, quiz or exam. In this example, I will select exam. The date of this test is set to January 25, 2020 and you must enter the date in the format of MM/DD/YYYY.
5. Next, enter the time of the exam using the two drop-down boxes. This example exam is set at 10:30 AM. In the "Services Requested" box click the checkboxes to choose the approved accommodations you would like to request for that exam.
6. Finally, click the "Add Exam Request" button. You will be returned to a screen that is similar to the exam request homepage, but you will now be able to view your scheduled exam listed by clicking on the "View All Upcoming Exam Requests" button. For confirmation, you will receive an email for each exam requested.

Complete these steps for each quiz, exam and final for each class.

Modifying your exam requests

1. To modify the date, time, and or accommodations for an exam scheduled to be taken in Disability Services, start by clicking the “Alternative Testing Link” located in the left side bar menu. You’ll be taken to a list of your submitted exam requests.
2. Find the exam request you wish to modify in the list of exams. If the only action listed next to your scheduled exam is “Delete Exam” this means your instructor has not yet completed the testing agreement. Therefore, the system only allows you to delete your exam request. If your instructor has completed the testing agreement, a modify request link will be present.
3. Click the “Modify Request Link” next to the exam you want to modify. You will then be taken to the original exam scheduling form where you will make the desired changes to your exam request. Finally, click “Update Exam Request” button at the bottom of the screen.

Canceling your exam requests

1. To cancel an exam request, click the “Alternative Testing” link located in the left side bar menu. You’ll be taken to a list of your submitted exam requests.
2. Then select the exam request you wish to cancel from the list of exams. Click the “Cancel Request” link next to the exam you want to cancel. You’ll be taken to an exam cancellation confirmation page. Click the “Confirm Cancellation” button at the bottom of the screen.

If you have any questions, please contact Disability Services.