

Scheduling Exams through your DSS Portal

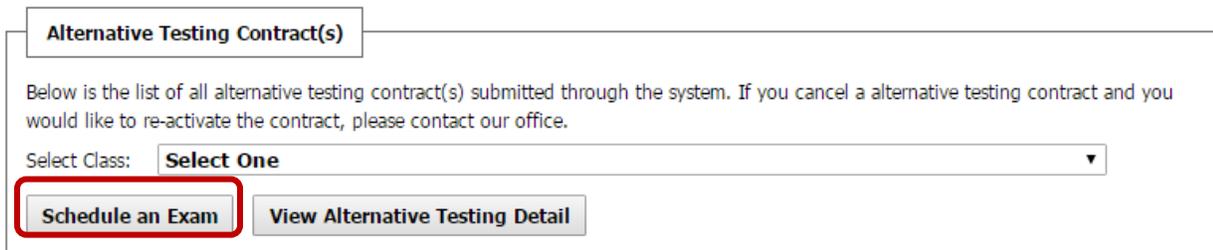
If you have been approved for alternative testing accommodations (i.e. extended time, minimal distraction room, text-to-speech software, etc.), you will be able to schedule your exams through your DSS Portal. Follow the step-by-step instructions below to schedule an exam or quiz in the Testing Center.

***NOTE: When you want to take an exam with accommodations in the Testing Center, you must schedule it in your DSS Portal a minimum of 3 business days before for a regular exam/quiz and 5 business days before a final exam.**

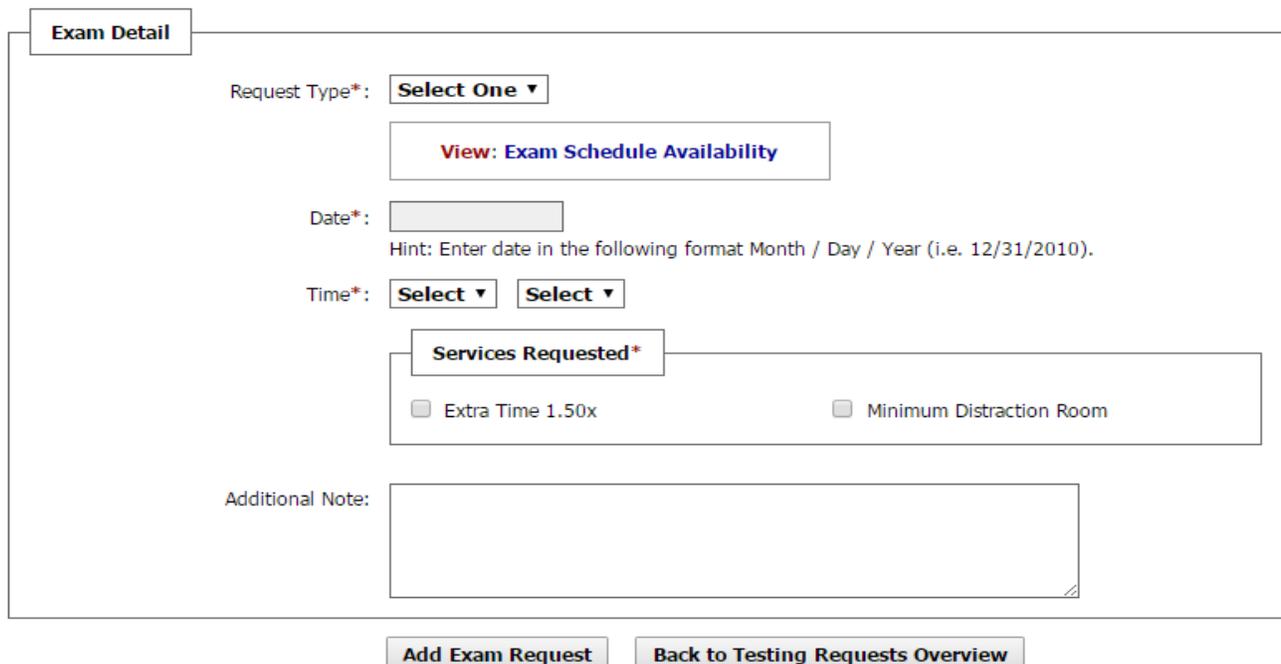
1. Log in to your DSS Portal using your CUW Portal ID and password.
2. Click on **“Alternative Testing”** in the **“My Accommodations”** menu on the left.



3. Select the course for which you want to schedule an exam from the drop down menu and click on **“Schedule an Exam”**.

A screenshot of a web form titled "Alternative Testing Contract(s)". Below the title, there is a paragraph of text: "Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office." Below this text is a dropdown menu labeled "Select Class:" with "Select One" selected. At the bottom of the form, there are two buttons: "Schedule an Exam" (highlighted with a red border) and "View Alternative Testing Detail".

4. Read the Terms and Conditions in the yellow box at the top of the page.
5. Complete the **“Exam Detail”** form.

A screenshot of a web form titled "Exam Detail". The form contains several fields: "Request Type*" with a dropdown menu set to "Select One"; a button labeled "View: Exam Schedule Availability"; "Date*" with a text input field and a hint: "Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010)."; "Time*" with two dropdown menus set to "Select"; "Services Requested*" with two checkboxes: "Extra Time 1.50x" and "Minimum Distraction Room"; and "Additional Note:" with a large text area. At the bottom of the form, there are two buttons: "Add Exam Request" and "Back to Testing Requests Overview".

6. Once you have completed the “Exam Detail” form. Click on “Add Exam Request”. Your exam request has now been submitted.

Exam Detail

Request Type*: **Exam** ▼

[View: Exam Schedule Availability](#)

Date*: **10/24/2016**
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: **1 PM** ▼ **10** ▼

Services Requested*

Extra Time 1.50x Minimum Distraction Room

Additional Note:

Add Exam Request [Back to Testing Requests Overview](#)

Frequently Asked Questions

Can I see all of the exams I have scheduled in the Testing Center?

Yes, you can! When you log in to your DSS Portal, click on **“Alternative Testing”** in the **“My Accommodations”** menu on the left. You will be taken to Alternative Testing page and will be able to see all of your upcoming scheduled exams for the current term. You will also be able to check on the status of your exams in order to see whether your requests have been approved, denied, or are still pending approval.

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

DISNEY 101.001 - Intro To Disney	View Other Exams
Exam - Monday, September 26, 2016 at 07:30 AM	Modify Request Cancel Request
Status: Processing	
Request Entered on Wednesday, September 21, 2016 at 08:51:25 AM	

DISNEY 101.001 - Intro To Disney	View Other Exams
Exam - Monday, September 26, 2016 at 09:00 AM	Modify Request Cancel Request
Status: Approved Location: TBD	
Request Entered on Wednesday, September 21, 2016 at 08:36:40 AM	

Can I modify an exam request I already submitted?

If you’ve scheduled an exam and realize that you have scheduled the wrong date, time, or if your professor has changed the date/time of the exam, you can modify your original request directly through your DSS Portal.

1. Log in to your DSS Portal using you CUW Portal ID and password.
2. On the left hand bar in the **“My Accommodations”** menu, click on **“Alternative Testing”**.
3. Find the exam request you want to modify and click **“Modify Request”** found on the right side of the exam request.

DISNEY 101.001 - Intro To Disney	View Other Exams
Exam - Monday, September 26, 2016 at 09:00 AM	Modify Request Cancel Request
Status: Approved Location: TBD	
Request Entered on Wednesday, September 21, 2016 at 08:36:40 AM	

- You can change the request type, the date, the time, or the requested services.
- In the **“Additional Note/Reason to Modify”** section, please explain why you are modifying your original request. Then click **“Update Exam Request”**.



TERMS AND CONDITIONS OF MODIFYING EXAM

Please be aware that modifications to exams require approval from the Testing Center.

Exam Detail

Request Type*: Exam ▼

[View: Exam Schedule Availability](#)

Date*: 10/26/2016
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: 9 AM ▼ 00 ▼

Services Requested*

Extra Time 1.50x Minimum Distraction Room

Additional Note / Reason to Modify*: My professor changed the date of the exam from 10/24/2016 to 10/26/2016.

Update Exam Request

Back to Testing Requests Overview

- Please note that even if the request was previously approved, the modified request will need to be re-approved by the Testing Center.

How do I cancel an exam request?

- Log in to your DSS Portal using your CUW Portal ID and password.
- On the left hand bar in the **“My Accommodations”** menu, click on **“Alternative Testing”**.
- To cancel in exam request, simply find the exam you wish to cancel (be sure to check the date and class to make sure you cancel the correct exam) and then click on **“Cancel Request”** found to the right of the date and time.

DISNEY 101.001 - Intro To Disney	View Other Exams
Exam - Monday, September 26, 2016 at 09:00 AM	Modify Request <div style="border: 2px solid red; padding: 2px; display: inline-block;">Cancel Request</div>
Status: Approved Location: TBD	
Request Entered on Wednesday, September 21, 2016 at 08:36:40 AM	

4. A warning will appear asking you if you really want to cancel your exam request. To continue with cancelling your exam request, click on the **“Confirm Cancellation”** button in the **“Exam to be Cancelled”** box.



IMPORTANT NOTICE

You have selected to cancel your exam request. If you cancel your scheduled exam, you will not be able to enter another exam for the same date.

If you accidentally cancelled your exam, please contact our office as soon as possible.

Disability Support Services
Concordia University Wisconsin
DSS Office: Luther Hall 200
Testing Center: Rincker 010
Phone: 262-243-2623
Fax: 262-243-3535

Exam to Be Cancelled

Class: **DISNEY 101.001 - Intro to Disney**

Date: **Monday, September 26, 2016**

Time: **09:00 AM**