

How Students Schedule a Final Exam Using the OAA Student Portal.

Students connected with the Office of Accessibility and Accommodation and who qualify for testing accommodations can use the instructions below to schedule their Final Exams with the OAA Test Center.

Use these steps to schedule a reservation only for final exams that occur during the University-set final exam period, as determined by the Registrar. If your final exam is occurring *before* the official final exam period, you will need to schedule that reservation as a regular semester test.

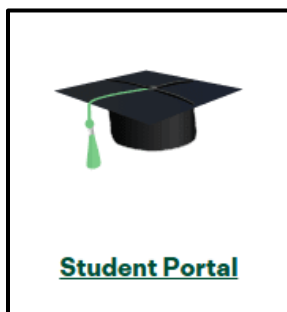
You will need the following:

- Your NinerNET credentials
- The course name (example: PHYS 2101-001)
- Exam dates, start times, and in-class duration

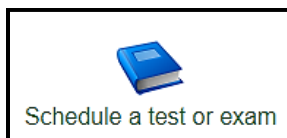
Steps for scheduling your Final Exam via the Student Portal:

The following steps can be used to schedule a Final Exam with the OAA Test Center.

- 1) Go to <https://accommodation.charlotte.edu/portal/>
- 2) Click the "**Student Portal**" icon



- 3) Log in with your NinerNET credentials
 - a. If you have not recently logged in or are on a new device, you will need to use Duo two-factor authentication
- 4) Once logged in, click on the "**Schedule a test or exam**" icon in the middle of the screen



- 5) Click "**Schedule a final exam**" tab on the black toolbar

A screenshot of a web application interface. At the top is a yellow header bar with the text "Main menu". Below this is a black toolbar with four white buttons: "Schedule a test, mid-term or quiz", "Schedule a final exam", "My upcoming events", and "Help". The "Schedule a final exam" button is highlighted with a red rectangle. A red speech bubble with the text "Click to schedule a Final" points to this button. The main content area has a green heading "Welcome to the Test Scheduling Module". Below this is a red "IMPORTANT:" section with two bullet points. Then is a green "Use this module to:" section with three bullet points. At the bottom is a green "Scheduling Deadlines:" section with a bullet point for "Regular Semester Tests, Mid-terms or Quizzes" and three sub-bullets.

- 6) You are now in the Final Exam Scheduling Module. Read the information on the landing page first for helpful tips, scheduling deadlines, etc.
- a. *The current semester's Final Exam scheduling deadline is listed on this page*
- 7) To begin scheduling a reservation, click Prompt 1, "**Select course**," located on the left side of the page to get started

Welcome

1. Select course

[2. Enter the in-class Final Exam date, start time, and duration](#)

[3. Choose accommodations](#)

[4. Test Center Final Exam Reservation date and time](#)

[5. Confirm and complete](#)

Final Exam Scheduling Module

- To take a final exam in the OAA Test Center during the *University Set Final Exam Period*, schedule a reservation using this module.
- To schedule a test or Final Exam that occurs during the regular semester, click Cancel at the bottom of the page to return to the Test Scheduling homepage, then click "Schedule a test, mid-term, or quiz."
- Schedule your Final in the Test Center by the Advertised Deadline to ensure a seat with the Test Center!**
 - Summer Second session and Summer full term 2026 Final Exam Scheduling Deadline - Wednesday, July 29th**

OAA Final Exam Start Times - 8:00 AM and 1:00 PM

Scheduling the Correct Amount of Time:

- The system asks you to enter the In-Class Test Duration for your Final (the time students have in the classroom):
 - General Finals are typically 2 hours and 30 minutes
 - Common Finals are typically 3 hour
- Do not include any extended time accommodations when scheduling - **the system will calculate extended time based on approved testing accommodations.**

- 8) In the drop-down menu, select the desired course you want to schedule a final exam reservation for. Once you select the appropriate course, click the blue "Next" button in the bottom right-hand corner of the page
- a. *Only courses that you have active testing accommodations for will be available for selection*

Welcome

1. Select course

[2. Enter the in-class Final Exam date, start time, and duration](#)

[3. Choose accommodations](#)

[4. Test Center Final Exam Reservation date and time](#)

[5. Confirm and complete](#)

1. Select course

Please select the course you would like to schedule an exam for from the list below.

Course Info

Course:

Select Course

Previous **Next** Cancel

- 9) Prompt 2: Enter the in-class date, start time, and duration of the Final Exam.
- a. If you have an additional-time testing accommodation, the system will automatically apply your extra time. **Do not include additional time on Prompt 2**
- b. If you are unsure when the in-class final exam will occur, refer to the Registrar's Final Exam template for the current semester
- Common Final Exams are 3 hours
 - General Final Exams are 2 hours and 30 minutes
- c. The Test Center will be open to administer Saturday finals

[Welcome](#)

[1. Select course](#)

[2. Enter the in-class Final Exam date, start time, and duration](#)

[3. Choose accommodations](#)

[4. Test Center Final Exam Reservation date and time](#)

[5. Confirm and complete](#)

2. Enter the in-class Final Exam date, start time, and duration

Instructions

- If No exam is listed "OR" the correct date and time aren't listed, click the "Select an alternate date and time" at the bottom of the page, and specify the correct date/time of your Final Exam.
- If your instructor or another student in your class has entered exam information already, it will appear in a radio button below. Select the appropriate date and time, then click next.
- If your Final Exam occurs before the University set Final Exam Period, the dates will be grayed out. Final Exams administered before the University Final Exam Period should be scheduled using the "Schedule a test, mid-term, or quiz" tab.

Remember:

- General Exams are typically 2 hours and 30 minutes.
- Common Exams are typically 3 hours.
- Consult your instructor and syllabus for your final exam date, start time, and duration.

Specify a date and time

Date of class test:

Time of class test:

Class test duration:

(hours) (minutes)

[Select a previously submitted date and time](#)

Select the exam start time

Select the date of the in-class exam

Enter hours

Enter minutes

- d. Tip: Final exam times that have already been entered for the course will appear as a radio button. You may either select a pre-entered time, or click the blue underlined text at the bottom of the page to enter a different date/time
- e. Once all required information is entered, click "Next"

10) Prompt 3: Select each testing accommodation you would like to use for **this** test reservation. Once you have selected your accommodations, click "Next"

[Welcome](#)

[1. Select course](#)

[2. Enter the in-class Final Exam date, start time, and duration](#)

[3. Choose accommodations](#)

[4. Test Center Final Exam Reservation date and time](#)

[5. Confirm and complete](#)

3. Choose accommodations

Select the accommodation(s) that you need for this Final Exam.

Available accommodations

Select ONLY the accommodations you need for your Final Exam. Only accommodations you select will be used for this Final Exam reservation.

☒ Additional Time (50% extra time for tests and quizzes, including those administered online. Extended time is calculated based on the amount of time allotted for the whole class.)

☐ Computer Needed for Free Response Only (short answer or essay): For on campus, in person tests that include free response questions, the student will use a Test Center computer unless a personal computer or laptop is indicated by the instructor.

☒ Lower Distraction Testing Environment: An environment that reduces auditory and visual distractions is required.

☐ Option to Test in OAA Test Center (formerly the DS Test Center) to Support Accommodations: The OAA Test Center is provided to support students with testing accommodations with tests administered in the classroom. Students schedule tests using the Student Portal, and faculty approve test requests and enter proctoring requirements using the Faculty Portal. Tests scheduled in the OAA Test Center must fall within our hours of operation.

- 11) Prompt 4: "Final Exam date and time in the OAA Test Center," review your Final Exam reservation time. Make note of your test time and click "Next"
- If you have an additional time testing accommodation, it will be included in these reservation details
 - All final exam reservations will be automatically adjusted to a Test Center start time

Welcome

1. Select course

2. Enter the in-class Final Exam date, start time, and duration

3. Choose accommodations

4. Test Center Final Exam Reservation date and time

5. Confirm and complete

4. Test Center Final Exam Reservation date and time

Available dates & times

- Below is the date and time of your Final Exam reservation with the OAA Test Center.
- During finals, the Test Center offers two exam times: 8 AM and 1 PM.
- If you qualify for extended time and selected to use that accommodation for this exam, it is included in the reservation.

Wednesday August 5 . 8:00 AM to 11:45 AM

Review the time above for your Final Exam and click the "Next" button to continue scheduling your exam.

Previous **Next** Cancel

12) Prompt 5: "**Confirm and complete**," review your final exam reservation under the "Tentative test information" heading

- The date and time listed under Tentative test date and time is when you need to plan to arrive at the OAA Test Center

5. Confirm and complete

This exam is not scheduled yet! Click 'Finish' to submit your exam request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

Your tentative test date / time
Wed May 1, 2024 8:00 AM (3 h and 45 m)

Course
21848 CHEM1251 Lecture 003

Class test date / time
Wed May 1, 2024 8:00 AM (2 h and 30 m)

The reported in-class final exam date & time

Your reservation time with the Test Center

13) Read the **Test Center Student Agreement** (yellow box) to review the Test Center policies and ensure you are prepared for your reservation

14) After reviewing all information, scroll to the bottom of the page and acknowledge that the information is correct by clicking the checkbox. Then click "Finish" to complete your reservation

By clicking the **Finish** box, I acknowledge that the information I am submitting is correct to the best of my knowledge, and I confirm that I will abide by the terms of the above **OAA Test Center Student Agreement**.

Previous **Finish** Cancel

15) Your reservation was successfully scheduled when you are automatically redirected to a new screen with a thank you notice

- You and your professor will receive a confirmation email with your reservation details
- Students can view all Test Center reservations under the "**My upcoming events**" tab in the Student Portal

16) To schedule another final exam, click the "Schedule another test" button and repeat the process