

How Students Schedule a Test 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 tests, midterms, and quizzes with the OAA Test Center.

Use the following instructions to schedule a reservation with the Test Center for each test, midterm, or quiz that occurs during the regular semester.

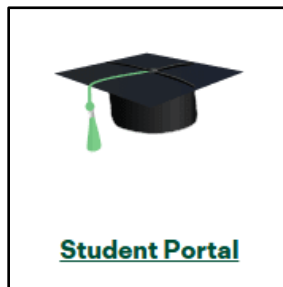
You will need the following information:

- Your NinerNET credentials
- Class schedule
- Test dates, start times, and in-class test duration

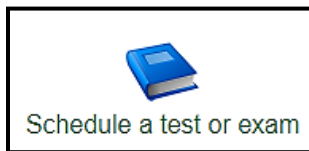
Steps for scheduling your test via the Student Portal:

The following steps can be used to schedule a test, midterm, or quiz in the Test Center. *Use the Final Exam instructions for information on scheduling your Final Exams via the Student Portal.*

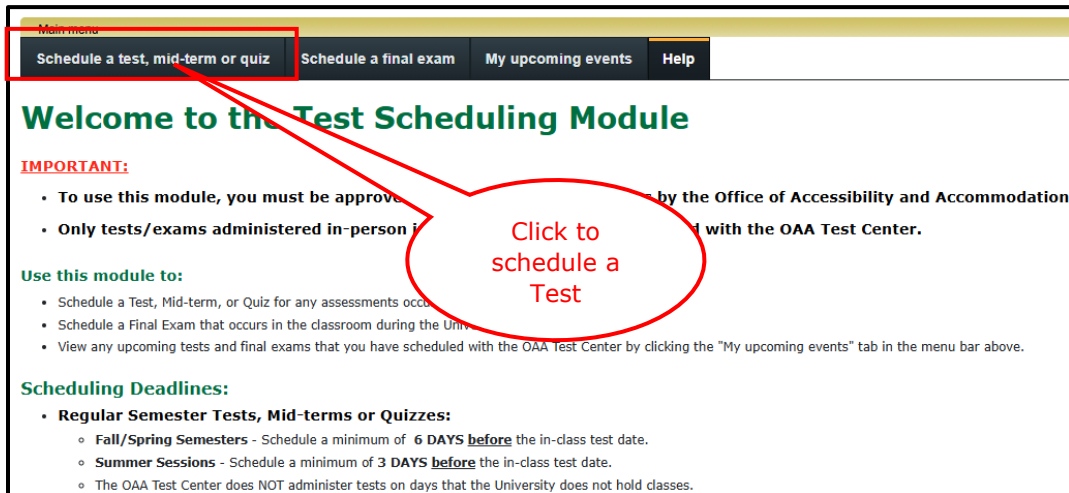
- 1) Go to <https://accommodation.charlotte.edu/portal/>
- 2) Click the **Student Portal** icon



- 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 the **"Schedule a test, mid-term or quiz"** tab on the black toolbar

A screenshot of a web application interface. At the top, there is a yellow header bar with a "Main menu" label. Below this is a black toolbar with four white tabs: "Schedule a test, mid-term or quiz", "Schedule a final exam", "My upcoming events", and "Help". The first tab is highlighted with a red box and a red arrow pointing to it. Below the toolbar, the main content area has a green heading "Welcome to the Test Scheduling Module". Underneath, there is a red "IMPORTANT:" section with two bullet points. Below that is a green "Use this module to:" section with three bullet points. At the bottom, there is a green "Scheduling Deadlines:" section with a bullet point for "Regular Semester Tests, Mid-terms or Quizzes" and three sub-bullets. A red oval with the text "Click to schedule a Test" is drawn over the "Use this module to:" section, with a red arrow pointing from the "Schedule a test, mid-term or quiz" tab to it.

Main menu

Schedule a test, mid-term or quiz Schedule a final exam My upcoming events Help

Welcome to the Test Scheduling Module

IMPORTANT:

- To use this module, you must be approved by the Office of Accessibility and Accommodation
- Only tests/exams administered in-person in the OAA Test Center can be scheduled with the OAA Test Center.

Use this module to:

- Schedule a Test, Mid-term, or Quiz for any assessments occurring during the regular semester.
- Schedule a Final Exam that occurs in the classroom during the University semester.
- View any upcoming tests and final exams that you have scheduled with the OAA Test Center by clicking the "My upcoming events" tab in the menu bar above.

Scheduling Deadlines:

- **Regular Semester Tests, Mid-terms or Quizzes:**
 - **Fall/Spring Semesters** - Schedule a minimum of **6 DAYS before** the in-class test date.
 - **Summer Sessions** - Schedule a minimum of **3 DAYS before** the in-class test date.
 - The OAA Test Center does NOT administer tests on days that the University does not hold classes.

- 6) You are now in the Test Scheduling Module. Read the information on the landing page first for helpful tips, scheduling deadlines, etc.
- 7) To begin scheduling a reservation, click Prompt 1, **"Select course,"** located on the left side of the page

Main menu

Welcome

1. Select course

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

[3. Choose accommodations for this reservation](#)

[4. OAA Test Center Reservation Date and Time](#)

[5. Confirm and complete](#)

Test Scheduling Module

**** Only tests that are administered in pe Center ****

Scheduling Deadlines

Fall/Spring Semesters: Schedule tests/quizzes a minimum of 6 DAYS before the

Summer Sessions: Schedule tests/quizzes a minimum of 3 DAYS before the in-cl

1. Students are responsible for scheduling their own test reservations v
2. To schedule a Final Exam during the University set final exam period, click C
3. Contact the OAA Test Center (dstestcenter@charlotte.edu) with ques

Schedule Your Test for the Date, Time, and Duration of the I

- Enter in the date/start time and duration of the in-class test, even if

- 8) In the drop-down menu, select the desired course you want to schedule a 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 test date, start time, and duration](#)

[3. Choose accommodations for this reservation](#)

[4. OAA Test Center Reservation Date and Time](#)

[5. Confirm and complete](#)

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course:

Click "Next" to continue.

Previous **Next** Cancel

- 9) Prompt 2: Enter the in-class test date, start time, and duration/length. Once all required information is entered, click "Next"
 - 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 uncertain about the in-class length/duration of your test, enter the duration of your class OR check with your professor
 - c. Tip: Test times that have already been entered for the course will appear as radio buttons. 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

[Welcome](#)

[1. Select course](#)

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

[3. Choose accommodations for this reservation](#)

[4. OAA Test Center Reservation Date and Time](#)

[5. Confirm and complete](#)

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

Instructions

- If a pre-entered date/time is not listed, fill out the fields below to report the in-class test details."
- To enter a new date or time not listed below, click "Select an alternative date and time" at the bottom of the screen.
- When typing in a specific time, you *must* include AM or PM.
- Do not add extended time: the system will calculate the time according to your accommodations.

Grayed-Out Dates:

- If you cannot select a date, it means the scheduling deadline has passed.
- DO NOT pick the next available date. Instead, email oa-testcenter@charlotte.edu now.

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:

M/d/yyyy 

Time of class test:

eg. 9:30 am

Class test duration:

0 (hours) 0 (minutes)

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

- d. Use the following screenshots to see how to enter the specific in-class date and time information for the course you are scheduling a test for

Specify a date and time

Date of class test:

M/d/yyyy 

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

[and time](#)

Select the in-class test date by clicking the calendar icon

Time of class test:

eg. 9:30 am

05:00 AM

05:30 AM

06:00 AM

06:30 AM

07:00 AM

07:30 AM

0 (minutes)

[ted d](#)

Select the in-class start time from the drop-down options **OR** type in the class test start time.

Class test duration:

(hours) (minutes) *

Enter hours

Enter minutes

- 10) Prompt 3: Select each testing accommodation you would like to use for **this** test reservation. Once you have selected your accommodations, click "Next"
- If your testing accommodations look incorrect, contact OAA or your assigned OAA Team Member for assistance

[Welcome](#)

[1. Select course](#)

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

3. Choose accommodations for this reservation

[4. OAA Test Center Reservation Date and Time](#)

[5. Confirm and complete](#)

Select which of your testing accommodations you plan to use for this test reservation.

Available accommodations

Select ONLY the accommodations needed for this specific test. Only those accommodations will be used for this test 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.

Previous **Next** Cancel

- 11) Prompt 4: Displays your reservation date and time with the OAA Test Center. 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 reservations will be adjusted to fall within Test Center hours of operation
 - Scheduling a reservation on an alternate date that the in-class test requires professor pre-approval

Welcome

1. [Select course](#)

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

3. [Choose accommodations for this reservation](#)

4. **OAA Test Center Reservation Date and Time**

5. [Confirm and complete](#)

4. OAA Test Center Reservation Date and Time

Below is the date and time of your test reservation with the OAA Test Center. If you qualify for extended time and selected to use that accommodation for this test, it is included in the reservation.

Available dates & times

Your reservation must overlap with the in-class test date and time *unless you have a time conflict per your schedule or your professor has pre-approved an alternate test date or time.*

☒ Wednesday July 15 . 9:00 AM to 10:00 AM

Click the 'Next' button below to continue.

Previous **Next** Cancel

- 12) Prompt 5: “**Confirm and complete.**” Review your Test Center reservation details 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

Your tentative test information

Tentative test date and time

Thu Mar 28, 2024 . 10:00 AM to 11:55 AM (1 h and 55 m)

Course information

26061 PHYS2102 Lecture 02C

Class test date / time

Thu Mar 28, 2024 10:00 AM (1 h and 15 m)

* Note: this is not your accommodated writing time

Your reservation time with the Test Center

The reported in-class test date and time

- 13) Read the **Test Center Student Agreement** (yellow box) to review 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 secure 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 test, click the “Schedule another test” button and repeat the process