How to Schedule a Test in the DSO Test Center

1. Log into MyDSO Student Portal bachelor.accessiblelearning.com/RIT.

2. From the My Dashboard > Overview screen, locate My Accommodations on the left hand sidebar and click on Alternative Testing.

3. In the Alternative Testing Agreement(s) box, select a class from the Select Class drop down menu. Then click the Schedule an Exam button.
4. In the **Exam Detail** box, click the **Request Type** drop down bar to choose the type of test (your class may have options for quizzes/tests/final exam). Also fill in the **Date** and **Time** that you would like to schedule the test.

**NOTE:** You must schedule your test at the same date and time as the class whenever possible. If you have a conflict due to back-to-back classes or the DSO Test Center hours, you must discuss this with your instructor **before** scheduling the test.
5. In the **Services Requested** box, click the box for each of the accommodations you would like to use for this test. Don’t forget that “Access to DSO Test Center” and “Extended time” are separate boxes so you will need to be sure to click all accommodations you wish to use. You may use the **Additional Note** box if needed.
6. If you need to use a computer, be sure to check the appropriate box in the **Required Technology** box.

7. Click the **Add Exam Request** button to submit.
8. At the top of your screen, you will see a green check mark and “SYSTEM UPDATE IS SUCCESSFUL.” You will also receive an auto-generated confirmation email from Disability Services.

9. To schedule another test for the same course, you may scroll down the page to the Exam Detail box and enter information for another test.
10. If your test is not scheduled with sufficient advance notice (two business days during the term and three weeks for final exams), you will see a yellow warning box LATE EXAM NOTICE – ACTION REQUIRED and will need to input information in the Late Exam Request box shown below. Select a reason from the drop down menu, read and acknowledge the Late Exam Request Policy (stated in the LATE EXAM NOTICE – ACTION REQUIRED warning box), then click the button Submit Late Exam Request. Please understand that late test requests may be denied by DSO staff. Your instructor may be able to manage your accommodations in the classroom, but is not obligated to do this at the last minute. If accommodations cannot be arranged because you did not schedule within the required advance notice deadline, you will have to take your test in the classroom without accommodations. Please plan ahead to avoid this issue!

Note: If the Late Exam warning was received in error because you entered the wrong test date, click the button Back to Exam Detail or Modify Date to correct the test date.

Students (not faculty) are responsible for requesting a seat in the Test Center for each test/quiz/final exam as needed.

If you have any questions or problems, please contact the DSO Test Center at 585-475-6542 or dsotest@rit.edu.