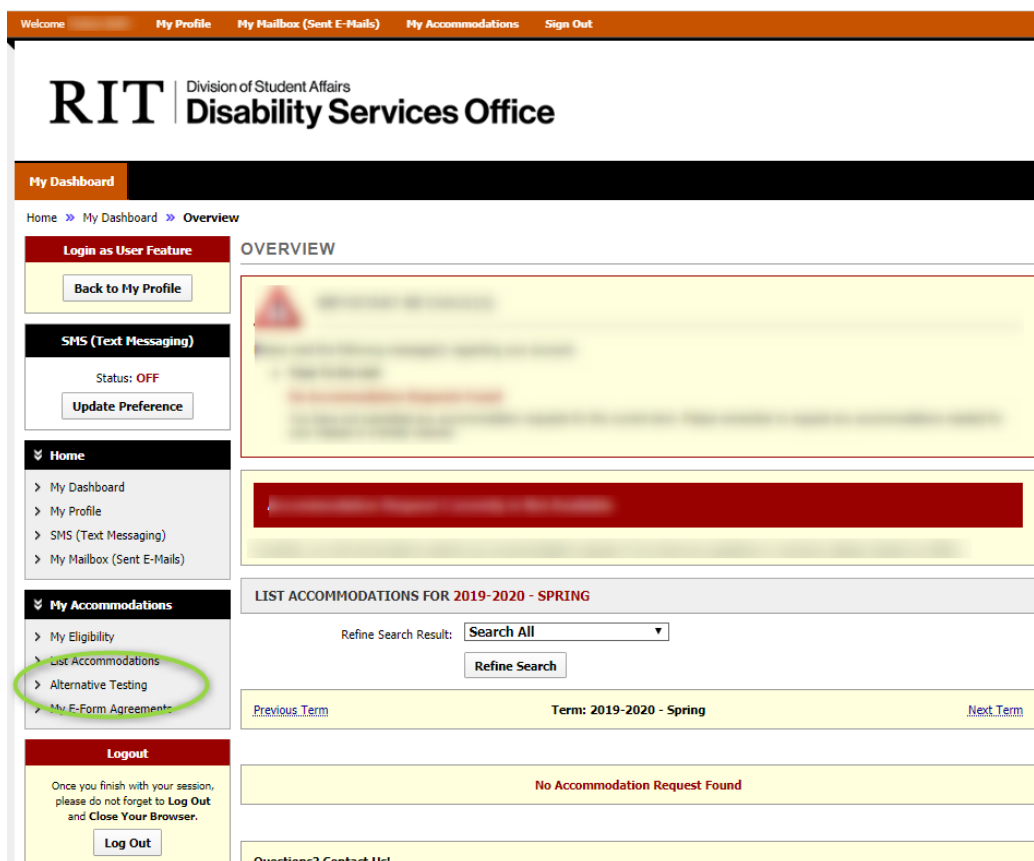
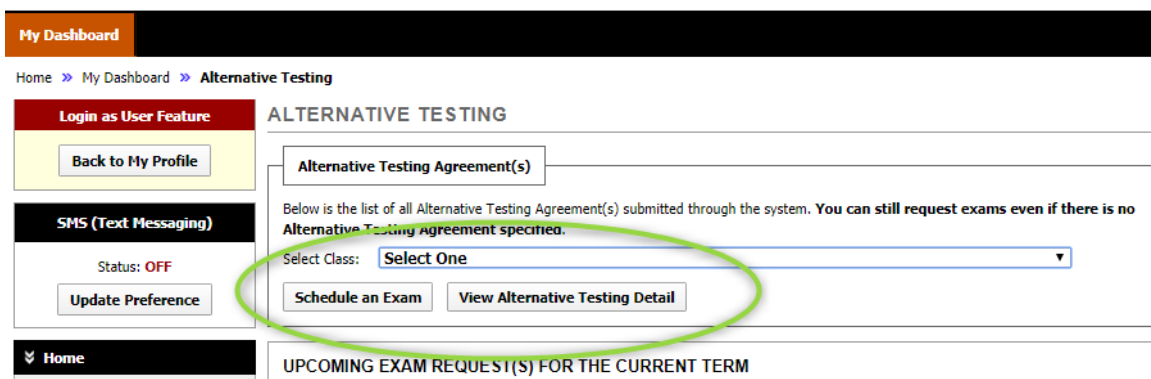


# How to Schedule a Test in the DSO Test Center

1. Log into MyDSO Student Portal [bachelor.accessiblelearning.com/RIT](http://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.

Welcome Tinker Bell! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**SMS (Text Messaging)**  
Status: OFF  
Update Preference

**Home**  
 > My Dashboard  
 > My Profile  
 > SMS (Text Messaging)  
 > My Mailbox (Sent E-Mails)

**My Accommodations**  
 > My Eligibility  
 > List Accommodations  
 > Alternative Testing  
 > My E-Form Agreements

**Logout**  
Once you finish with your session, please do not forget to Log Out and Close Your Browser.  
Log Out

[View All Upcoming Exam Requests](#)

**TERMS AND CONDITIONS OF SCHEDULING EXAM**  
Please read carefully the following terms and conditions of scheduling Alternative Testing in DSO:  
 • Your alternative testing agreement allows you to request the following type of exam(s):  
 View: [Exam Schedule Availability](#)  
 • Don't forget to ask your professor if they need a test envelope, and provide one if needed!

**CLASS SCHEDULE(S) AND LOCATION(S)**

Days	Time Start	Time End	Date Range	Location
MWTF	08:00 AM	08:50 AM	01/20/2020 - 04/30/2020	TGR Stadium 01

**Exam Detail**  
Alternative Testing Agreement Type: 2195 Testing Agreement\_Sample\_1

Request Type: **Select One** [View: Exam Schedule Availability](#)

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

Time: **Select** **Select**

**Services Requested (As Applicable)\***

- Access to DSO Test Center - Student Must Reserve in Advance
- Breaks Permitted During Tests - Not Counted in Testing Time
- Computer Use for Tests - Spelling and Grammar Check NOT Permitted
- Extended Time 1.5X on In-Class Timed Quizzes, Tests, and Final Exams - As Requested Test by Test
- Scantron Assistance or Permission to Mark Directly on Test

**Required Technology**

- Computer

Additional Note:

**Term(s) and Condition(s)**  
Please indicate that you have read and agreed to the following statement(s):

- Tests with adjustments should be scheduled at about the same time as the class exam unless the adjustment causes a conflict with another class or is to take place when the test center is closed. Arrangements for tests with adjustments must be made with the instructor and DSO at least 48 hours in advance of the examination.
- TALK TO YOUR INSTRUCTOR to plan the date and time of your test.
- RESERVE YOUR SEAT online at [www.rit.edu/dso](http://www.rit.edu/dso)

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

**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.

**My Dashboard**

Home >> My Dashboard >> Exam Request

**EXAM REQUEST** [List All Exams](#) [View Agreement](#) [Exams for the Current Class](#) [Add Exam Request](#)

CLASS: CRPG 61.06 - Crp Academic Strategies (CRN: 53441)

[View All Upcoming Exam Requests](#)

**TERMS AND CONDITIONS OF SCHEDULING EXAM**

Please read carefully the following terms and conditions of scheduling Alternative Testing in DSO:

- Once the exam request is submitted, it will be reviewed and you will receive notice whether or not the requested time is approved.

**CLASS SCHEDULE(S) AND LOCATION(S)**

Days	Time Start	Time End	Date Range	Location
TR	03:30 PM	04:45 PM	01/13/2020 - 04/27/2020	015 2030

**Exam Detail**

Alternative Testing Agreement Type: **DSO Testing Agreement**

Request Type: **Select One** (Dropdown menu: Select One, Final, Quiz, Test)

Date: the following format Month/Day/Year (i.e. 12/31/2010).

Time: **3 PM** (Dropdown menu: 3 PM, 4 PM, 5 PM) **30** (Dropdown menu: 30, 45, 60)

**Services Requested (As Applicable):\***

- Access to DSO Test Center - Student Must Reserve in Advance
- Extended Time 1.5x on In-Class Timed Quizzes, Tests, and Final Exams - As Requested Test by Test

**Required Technology**

- Computer

Additional Note: Test is on MyCourses

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

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.

**My Dashboard**

Home » My Dashboard » Exam Request

**EXAM REQUEST** [List All Exams](#) [View Agreement](#) [Exams for the Current Class](#) [Add Exam Request](#)

**CLASS: CRPG 61.06 - Crp Academic Strategies (CRN: 53441)**

**SMS (Text Messaging)**  
Status: **OFF**  
[Update Preference](#)

**Home**  
> My Dashboard  
> My Profile  
> **Request for Appointment**  
> SMS (Text Messaging)  
> My Mailbox (Sent E-Mails)

**My Accommodations**  
> My Eligibility  
> List Accommodations  
> Alternative Testing  
> My E-Form Agreements

**Logout**  
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.  
[Log Out](#)

**View All Upcoming Exam Requests**

**TERMS AND CONDITIONS OF SCHEDULING EXAM**  
Please read carefully the following terms and conditions of scheduling Alternative Testing in DSO:  
• Once the exam request is submitted, it will be reviewed and you will receive notice whether or not the requested time is approved.

**CLASS SCHEDULE(S) AND LOCATION(S)**

Days	Time Start	Time End	Date Range	Location
TR	03:30 PM	04:45 PM	01/13/2020 - 04/27/2020	015 2030

**Exam Detail**

Alternative Testing Agreement Type: **DSO Testing Agreement**

Request Type #: **Test**

Date #: **6/3/2020**  
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time #: **3 PM** **30**

**Services Requested (As Applicable) \***

Access to DSO Test Center - Student Must Reserve in Advance  Extended Time 1.5x on In-Class Timed Quizzes, Tests, and Final Exams - As Requested Test by Test

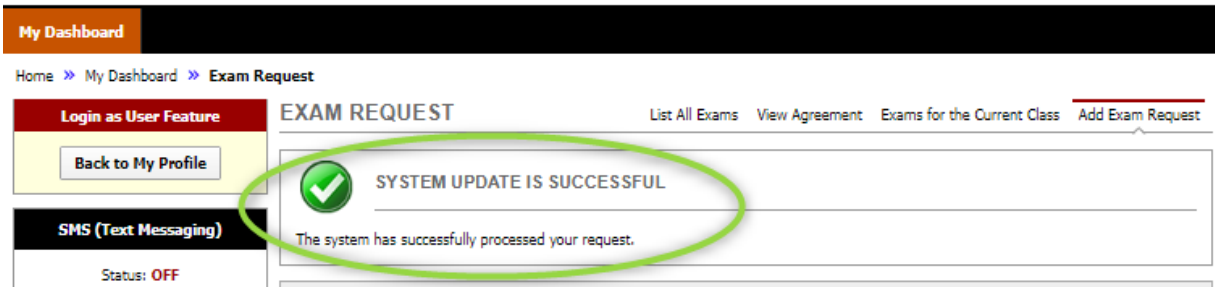
**Required Technology**

Computer

Additional Note: **Test is on MyCourses**

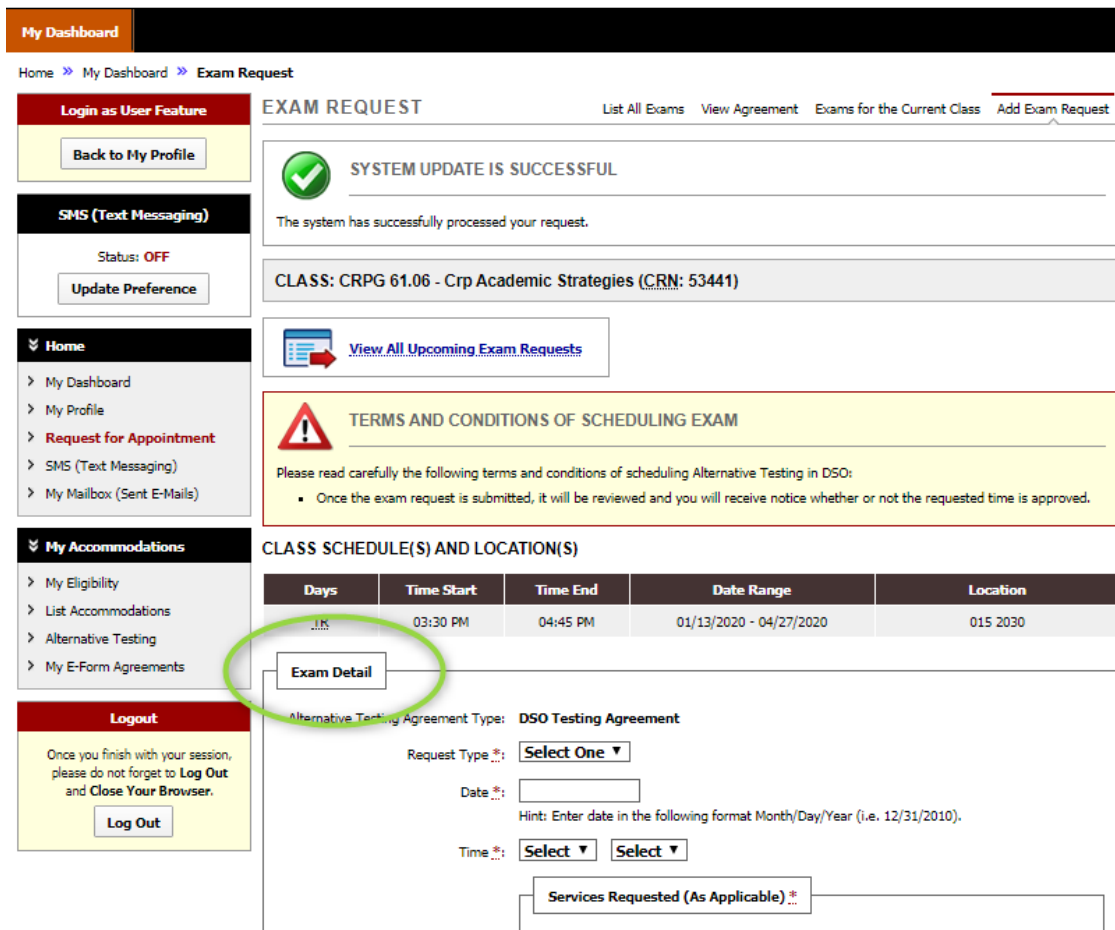
[Add Exam Request](#) [Back to Testing Requests Overview](#)

- 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.



After the DSO Test Center staff has approved your request, you will receive a follow-up email with additional information.

- 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.



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](mailto:dsotest@rit.edu).