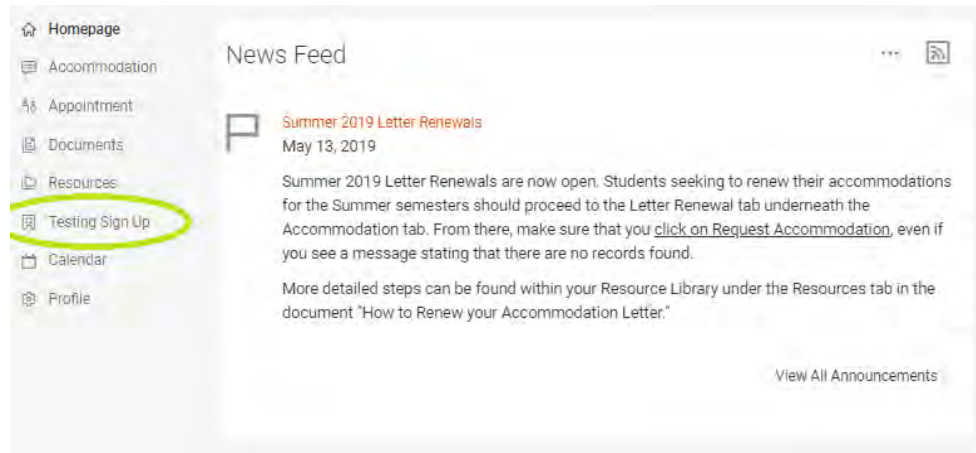


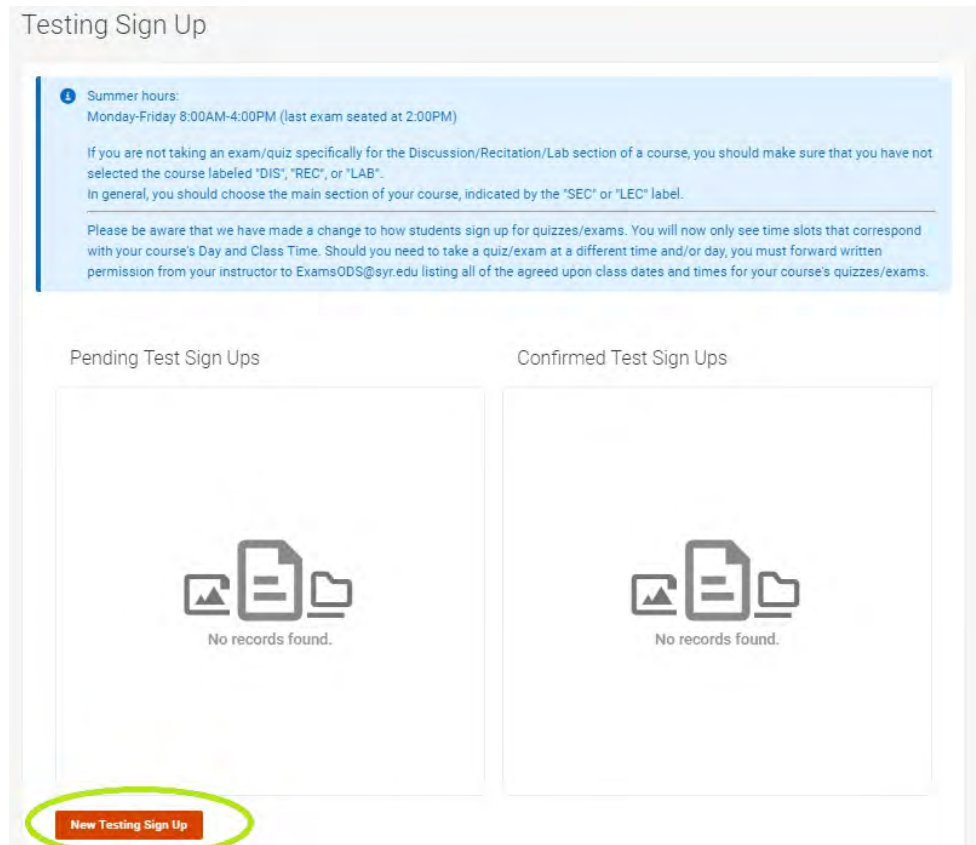
Signing Up for Exams

1. Log in to your Disability Resource Portal through your MySlice. On your Portal home screen, select the **Testing Sign Up** tab along the side.

*Please note that if you have not renewed your letter for this semester, this will not show as an option.



2. This will bring you to a screen where all of your testing sign-ups will display. To sign up to take an exam, click on **New Testing Sign Up**. *Take note of the office hours and make sure your exam length, with accommodation, will allow you to finish by closing time.



Signing Up for Exams

3. From the drop down menu that appears, select the course you are signing up to take an exam in then click the **Check Availability** button.

Testing Sign Up

Summer hours:
Monday-Friday 8:00AM-4:00PM (last exam seated at 2:00PM)

If you are not taking an exam/quiz specifically for the Discussion/Recitation/Lab section of a course, you should make sure that you have not selected the course labeled "DIS", "REC", or "LAB".
In general, you should choose the main section of your course, indicated by the "SEC" or "LEC" label.

Please be aware that we have made a change to how students sign up for quizzes/exams. You will now only see time slots that correspond with your course's Day and Class Time. Should you need to take a quiz/exam at a different time and/or day, you must forward written permission from your instructor to ExamsODS@syr.edu listing all of the agreed upon class dates and times for your course's quizzes/exams.


Course

▼

Check Availability

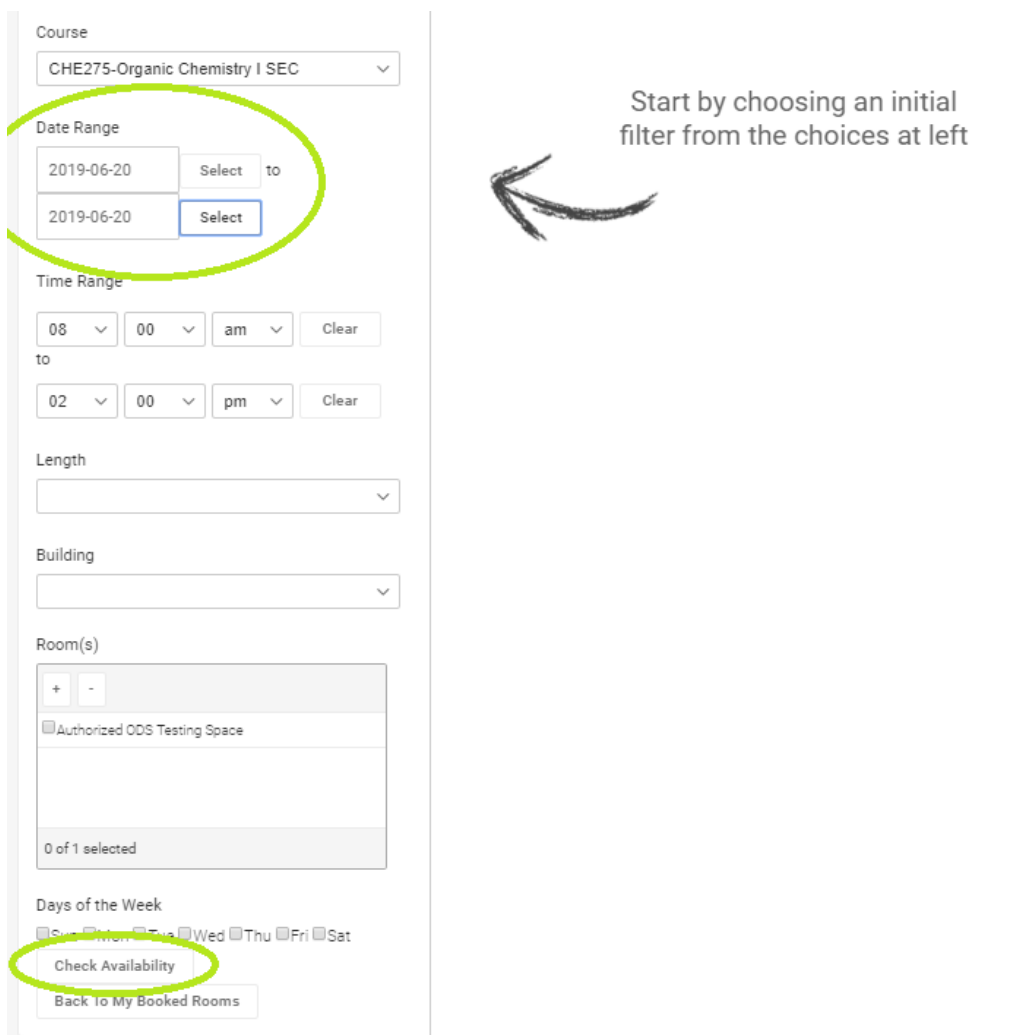
Back To My Booked Rooms

Start by choosing an initial filter from the choices at left



4. A new set of options will appear. Select the date your exam is scheduled for in **BOTH of the Date Range boxes**. If it makes it easier for you to sort through, go ahead and narrow down the time range for your exam start time using the **Time Range drop down options**. *You do not need to worry about the Length, Exam, Building or Room options. Click the **Check Availability** button.

Signing Up for Exams



The screenshot shows a web form for signing up for exams. The form includes several sections: Course, Date Range, Time Range, Length, Building, Room(s), Days of the Week, and buttons for 'Check Availability' and 'Back to My Booked Rooms'. A green oval highlights the 'Date Range' section, which contains two date pickers (both set to 2019-06-20) and 'Select' buttons. A black arrow points from the text 'Start by choosing an initial filter from the choices at left' to the 'Date Range' section. Another green oval highlights the 'Check Availability' button. The 'Room(s)' section shows a table with one row labeled 'Authorized ODS Testing Space' and a status '0 of 1 selected'.

Course
CHE275-Organic Chemistry I SEC

Date Range
2019-06-20 Select to
2019-06-20 Select

Time Range
08 00 am Clear
to
02 00 pm Clear

Length
▼

Building
▼

Room(s)
+ -
Authorized ODS Testing Space
0 of 1 selected

Days of the Week
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Check Availability
Back to My Booked Rooms

Start by choosing an initial filter from the choices at left

5. Select the **Authorized CDR Testing Space** link next to the correct start time for your exam. You must click the Refine Results button after any additional filter changes you make.

Signing Up for Exams

<p>Course CHE275-Organic Chemistry I SEC</p> <p>Date Range 2019-06-20 to 2019-06-20</p> <p>Time Range 08:00 am to 02:00 pm</p> <p>Length [Dropdown]</p> <p>Building [Dropdown]</p> <p>Room(s) Authorized ODS Testing Space 0 of 1 selected</p> <p>Days of the Week Sun Mon Tue Wed Thu Fri Sat</p> <p>Refine Results</p> <p>Back to My Booked Rooms</p>	<p>Thursday, Jun 20, 2019</p> <p>Authorized ODS Testing Space (918 of 919 slots available) 8:00 am</p> <p>Authorized ODS Testing Space (918 of 919 slots available) 8:15 am</p> <p>Authorized ODS Testing Space (918 of 919 slots available) 8:30 am</p> <p>Authorized ODS Testing Space (918 of 919 slots available) 8:45 am</p> <p>Authorized ODS Testing Space (918 of 919 slots available) 9:00 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 9:15 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 9:30 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 9:45 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 10:00 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 10:15 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 10:30 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 10:45 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 11:00 am</p> <p>Authorized ODS Testing Space (919 of 919 slots available) 11:15 am</p>
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6. A small scroll box will appear to confirm your exam booking. Make sure the course, date, and time information are all correct. *You do not need to worry about the Length. **Select your approved accommodations you will be using for this specific exam.** Also enter your instructors name and initial your Student Acknowledgment. Please note all accommodations are subject to verification by CDR. When you are finished, click **Submit Request**.

Signing Up for Exams

Confirm Exam Booking

Testing Date *

June 20, 2019

Testing Time *

9:30 am

Instructor *

I am requesting the following academic adjustments (accommodations) for this exam

☐ 1.5x

☐ 2x

☐ Minimally Distracting Environment

☐ Use of PC

☐ Screen Reader

☐ Dragon

☐ Live Reader

☐ Scribe

☐ Other-ODS will verify

Length

105

Student Acknowledgement *

By initialing below, I confirm that I have discussed the above time and date with my professor and we agreed that I will take this exam at ODS at this time and date.

Submit Request

7. When you return to the **Testing Sign Up** tab screen, you will now see your requested exam sign up under **Pending Test Sign Ups**. When your exam sign up has been confirmed, it will move to the **Confirmed Test Sign Ups** section.

Please note that all exam sign-ups received less than 24 hours in advance will be marked as a “walk-in” on the Confirmed Sign-up email. As a walk-in, you may be subject to a wait based on exam or space availability.

Signing Up for Exams

Testing Sign Up



Summer hours:

Monday-Friday 8:00AM-4:00PM (last exam seated at 2:00PM)

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Pending Test Sign Ups

1 Results

AS

Authorized ODS Testing Space

CHE275-Organic Chemistry I SEC

June 20, 2019 2:00 pm

ODS Exam Services 804 University Ave Syracuse, NY 13...

Confirmed Test Sign Ups

1 Results

AS

Authorized ODS Testing Space

CHE275-Organic Chemistry I SEC

June 20, 2019 9:30 am

ODS Exam Services 804 University Ave Syracuse, NY 13...

New Testing Sign Up

If at any point in this process something is not working properly or you have questions, please send an email to CDRexams@syr.edu or call the Center for Disability Resources at (315) 443-4498