How Can a Student Schedule a Test Using the DS Student Portal?

Tell Me

Students who are registered at the Office of Disability Services (DS) and qualify for test accommodation can follow the below instructions to schedule their tests. Students will need to follow these instructions for each course.

You will need the following:

- Your NinerNET credentials (username and password)
- Class schedule
- Testing dates, start times, and durations for each course

Steps for scheduling your test online

You can use the following steps to schedule a test, midterm, or quiz in the DS Test Center. Check the Final Exam instructions for information on how to schedule your Final Exam using the Online DS Student Portal.

1. Go to dsportal.uncc.edu
2. Click the DS Student Portal icon
3. Click on Schedule a test or exam icon
4. Click Schedule a test, mid-term or quiz tab on the menu bar
5. Log in using your NinerNET username and password.

This is the same information you use to sign in to “My UNC Charlotte” Portal
6. Once logged in, you will be on the DS Student Portal Welcome Page for Online Test Scheduling. **Review** all of the information first. To get started with scheduling your exams click **Next**

7. **Select the course** to schedule your test or exam.

8. **Enter the date, start time, and duration** of the scheduled class test. If you are uncertain about the duration of the test in the class, enter the duration of your class. Any extended time accommodations will be automatically calculated by the system. Therefore, the accuracy of entering correct information about the test in the class is essential. Once all required information is entered, click **Next**.
2. Class test date and time

Specify date and time of the in-class exam. Any extended time accommodations will be adjusted automatically by the system.

**SCHEDULING EXCEPTIONS:**

1. **Back-to-Back Classes:** Students with back-to-back classes should enter the first available time to take the test. Example: Students with 8:00 AM, 9:30 AM, and 11:00 AM classes occurring on the same day will need to take a test for their 9:30 AM class at 12:30 PM, after the 11:00 AM class ends.

2. **Night Classes:** The DS Test Center closes at 5:00 PM during the regular semester. For classes occurring 5:00 PM or later, contact your professor to determine a suitable alternative time to take your test. The system will allow you to enter the time as long as there are no other conflicts.

Students should notify their professors of test time exceptions needed due to scheduling conflicts.

**Specify a date and time**

Date of class test: [Select a date]

**Click to select a date**

Click and select the class test start time

Time of class test: [Select time]

Click and select the class test start time
9. Select the testing accommodations which you need for this test. You have the option to select any or all of the testing accommodations that you have requested. Accommodations that appear are those you selected for this course during the online check-in. If there is a testing accommodation you receive that does not appear, contact Disability Services. Once you have selected your accommodations, click Next.

10. Review your testing time. If you have extended time accommodations, you will see the calculated time on this screen. Any testing times outside of your class test date and time will need instructor approval. Make note your test time and click Next.
11. **Confirm** that the information you are submitting is correct by clicking on the acknowledgment checkbox at the bottom of the page. You must click Finish to complete this process. Your request will be sent to your instructor. You will receive a confirmation email with your test date and time.

12. If the test scheduling request is submitted successfully, the system will acknowledge with a thank you notice.

13. To schedule other tests click the **Schedule another test** button. Once you have scheduled your tests, remember to **log out**.

14. For any questions, email disability@uncc.edu, or call (704) 687-0040

**Related FAQs**

- How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?
- How can instructors/faculty approve a requested test using the DS Faculty Portal?