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

Tell Me

Students who are registered with the Office of Disability Services (DS) and qualify for test accommodation can follow the below instructions to schedule their tests in the DS Test Center.

You will need the following:

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

Use the following steps to schedule a test, midterm, or quiz in the DS Test Center. To schedule a Final Exam, visit the Final Exam FAQ instructions.

1. Go to DS Portal
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

Please Log In

To access this site you will need to log in with your NinerNet username and password. Please remember to log out when you are done.

NinerNet username: ninernet
Password: **********
Log In
6. Once logged in, you will be on the Welcome Page for **Online Test Scheduling. Review** all of the information. To get started with scheduling your test click **Next**.

![Online Test Scheduling](image)

**Online Test Scheduling**
Welcome to the Online Test Scheduling Module. This module will guide you on how to schedule your test with the DS Test Center in the online system.

**IMPORTANT:** You must schedule your test or quiz a minimum of seven (7) business days prior to the test.

You will need to have the following information handy in order to successfully schedule your test:
1. The name of the course for which you want to schedule a test.
2. The instructor's name and email address for verification.
3. The date, start time, and duration of the class test. Your instructor will need to approve your test request in order for you to test in the DS Test Center.

Once you submit your test request, your instructor will receive an email notification with the details. Your instructor will need to approve your test request in order for you to test in the DS Test Center.

If you do not wish to take exams in Disability Services for a particular course, you will not need to schedule your test using this module.

- Take home and Online tests that are not proctored should not be scheduled in Disability Services.

Click the 'Next' button below to get started.

![Next](image)

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

Only courses for which you have requested accommodations will be available for selection

![Select Course](image)

Once you select your course, click "Next."

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

Remember to schedule your test seven (7) business days in advance

![Next](image)
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: 

Click to select a date

Click and select the class test start time
Select the accommodations that you require for this test. Accommodations that appear are those you chose for this course when you requested your Accommodation Letters. If there is a testing accommodation you require that does not appear, contact Disability Services. Once you have selected your accommodations, click Next.

Review your testing time. If you have extended time accommodations, you will see the calculated time on this screen. If the test time you requested is different from your scheduled class time, you will need to notify your instructor. 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 you have submitted your test request 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**

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**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?