3. How Can a Student Schedule a Final Exam 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 Final Exams.

You will need the following:

- Your NinerNET credentials (username and password)
- The name of the course for which you want to schedule a Final Exam
- The date, start time, and duration of the Final Exam

Steps for scheduling your Final Exam online

1. Go to DS Portal
2. Click the DS Student Portal icon

   ![DS Student Portal]

3. Click on Schedule a test or exam icon

   ![Schedule a test or exam]

4. Click Request a final exam tab on the menu bar

   ![Click to schedule a Final Exam]

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 Final Exam Scheduling. Review all of the information and click the **Next** button.

   **Online Final Exam Scheduling**
   Welcome to the Online Final Exam Scheduling Module. This module will guide you through the process of scheduling your Final Exam with the DS Test Center.
   
   **IMPORTANT:** You must schedule your Final Exam a minimum of fifteen (15) business days prior to the Exam date.
   
   You will need to have the following information handy in order to successfully schedule your Final Exam:
   1. The name of the course for which you want to schedule a Final Exam.
   2. The instructor’s name and email address for verification.
   3. The date, start time, and duration of the Final Exam without extended time accommodation. The system will calculate extended time based on approved accommodations.
   
   Once you submit your Final Exam 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 a Final Exam in Disability Services for a particular course, you will not need to schedule your test in this module.
   
   * Take home and Online exams that are not proctored should not be scheduled in Disability Services.

   **Exam Scheduling Tips:** Scheduling the Correct Amount of Time
   - General Finals are typically 2 hours, 30 minutes.
   - Common Finals are typically 3 hours.
   - Consult your instructor and syllabus for course-specific final exam information.
   
   Click the ‘Next’ button below to get started.

7. **Select the course** for which you are scheduling a Final Exam.

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

Once you select your course, click **Next**.

8. **Enter the date, start time, and duration** for your Final Exam. If you are uncertain about the duration of your exam, confirm with your professor before scheduling 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 Final Exam fifteen (15) business days in advance.
Select the accommodations that you require for this Final Exam. Accommodations that appear are those you chose for this course when you requested the 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.
10. **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 Final Exam, 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 the test scheduling request is submitted successfully, the system will acknowledge with a thank you notice.

13. To schedule other Final Exams, click the **Schedule another exam** button. Once you have scheduled your Final Exams, 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?