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.

Tips for Success

- 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
3. Click on Schedule a test or exam icon
4. Click Request a final exam 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 Welcome Page for Online Final Exam Scheduling. Review all of the information and click the Next button.

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

Once you select your course, click Next.

8. Enter the date, start time, and duration for course Final Exam. If you are uncertain about the duration of the course exam, confirm with your professor before scheduling in the system. Any extended time accommodations will be automatically calculated by the system and will appear on the next screens. 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**.

### 2. Class exam date and time

Please specify when the exam is taking place. Enter class exam duration in minutes. For example, 2:00-3:15 PM would have a duration of 75 minutes.

#### Specify a date and time

<table>
<thead>
<tr>
<th>Date of class test:</th>
<th>2017-12-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of class test:</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>Class test duration:</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

### 3. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this exam.

**Available accommodations**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>note: Only accommodations with a check will be used for your exam booking.</em></td>
<td></td>
</tr>
<tr>
<td>Additional time is required for exams and quizzes, including those that are administered online (50% Extra Time)</td>
<td></td>
</tr>
<tr>
<td>Lower Distraction: Lower distraction working environment is required</td>
<td></td>
</tr>
</tbody>
</table>
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 approve a requested test using the DS Faculty Portal?
- How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?
- Who is responsible for determining reasonable classroom accommodations?
- How can a student view and download Class Notes?
- What are faculty responsibilities when notified of a request to test in the Disability Services (DS) Test Center?