Scheduling Exams through your DSS Portal

If you have been approved for alternative testing accommodations (i.e. extended time, minimal distraction room, text-to-speech software, etc.), you will be able to schedule your exams through your DSS Portal. Follow the step-by-step instructions below to schedule an exam or quiz in the Testing Center.

*NOTE: When you want to take an exam with accommodations in the Testing Center, you must schedule it in your DSS Portal a minimum of 3 business days before for a regular exam/quiz and 5 business days before a final exam.

1. Log in to your DSS Portal using your CUW Portal ID and password.
2. Click on “Alternative Testing” in the “My Accommodations” menu on the left.

3. Select the course for which you want to schedule an exam from the drop down menu and click on “Schedule an Exam”.

4. Read the Terms and Conditions in the yellow box at the top of the page.
5. Complete the “Exam Detail” form.
6. Once you have completed the “Exam Detail” form. Click on “Add Exam Request”. Your exam request has now been submitted.
Can I see all of the exams I have scheduled in the Testing Center?
Yes, you can! When you log in to your DSS Portal, click on “Alternative Testing” in the “My Accommodations” menu on the left. You will be taken to Alternative Testing page and will be able to see all of your upcoming scheduled exams for the current term. You will also be able to check on the status of your exams in order to see whether your requests have been approved, denied, or are still pending approval.

Can I modify an exam request I already submitted?
If you’ve scheduled an exam and realize that you have scheduled the wrong date, time, or if your professor has changed the date/time of the exam, you can modify your original request directly through your DSS Portal.

1. Log in to your DSS Portal using you CUW Portal ID and password.
2. On the left hand bar in the “My Accommodations” menu, click on “Alternative Testing”.
3. Find the exam request you want to modify and click “Modify Request” found on the right side of the exam request.
4. You can change the request type, the date, the time, or the requested services.
5. In the “Additional Note/Reason to Modify” section, please explain why you are modifying your original request. Then click “Update Exam Request”.

6. Please note that even if the request was previously approved, the modified request will need to be re-approved by the Testing Center.

**How do I cancel an exam request?**
1. Log in to your DSS Portal using your CUW Portal ID and password.
2. On the left hand bar in the “My Accommodations” menu, click on “Alternative Testing”.
3. To cancel in exam request, simply find the exam you wish to cancel (be sure to check the date and class to make sure you cancel the correct exam) and then click on “Cancel Request” found to the right of the date and time.
4. A warning will appear asking you if you really want to cancel your exam request. To continue with cancelling your exam request, click on the “Confirm Cancellation” button in the “Exam to be Cancelled” box.

**IMPORTANT NOTICE**

You have selected to cancel your exam request. If you cancel your scheduled exam, you will not be able to enter another exam for the same date.

If you accidentally cancelled your exam, please contact our office as soon as possible.

Disability Support Services  
Concordia University Wisconsin  
DSS Office: Luther Hall 200  
Testing Center: Rincker 010  
Phone: 262-243-2623  
Fax: 262-243-3535

**Exam to Be Cancelled**

Class: DISNEY 101.001 - Intro to Disney  
Date: Monday, September 26, 2016  
Time: 09:00 AM  

[Do Not Delete and List All Exams]  [Confirm Cancellation]