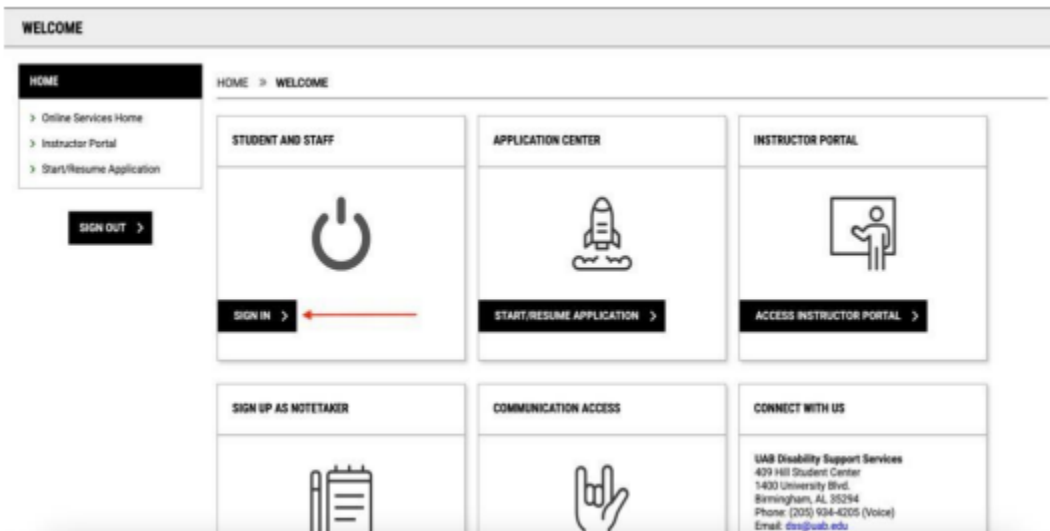
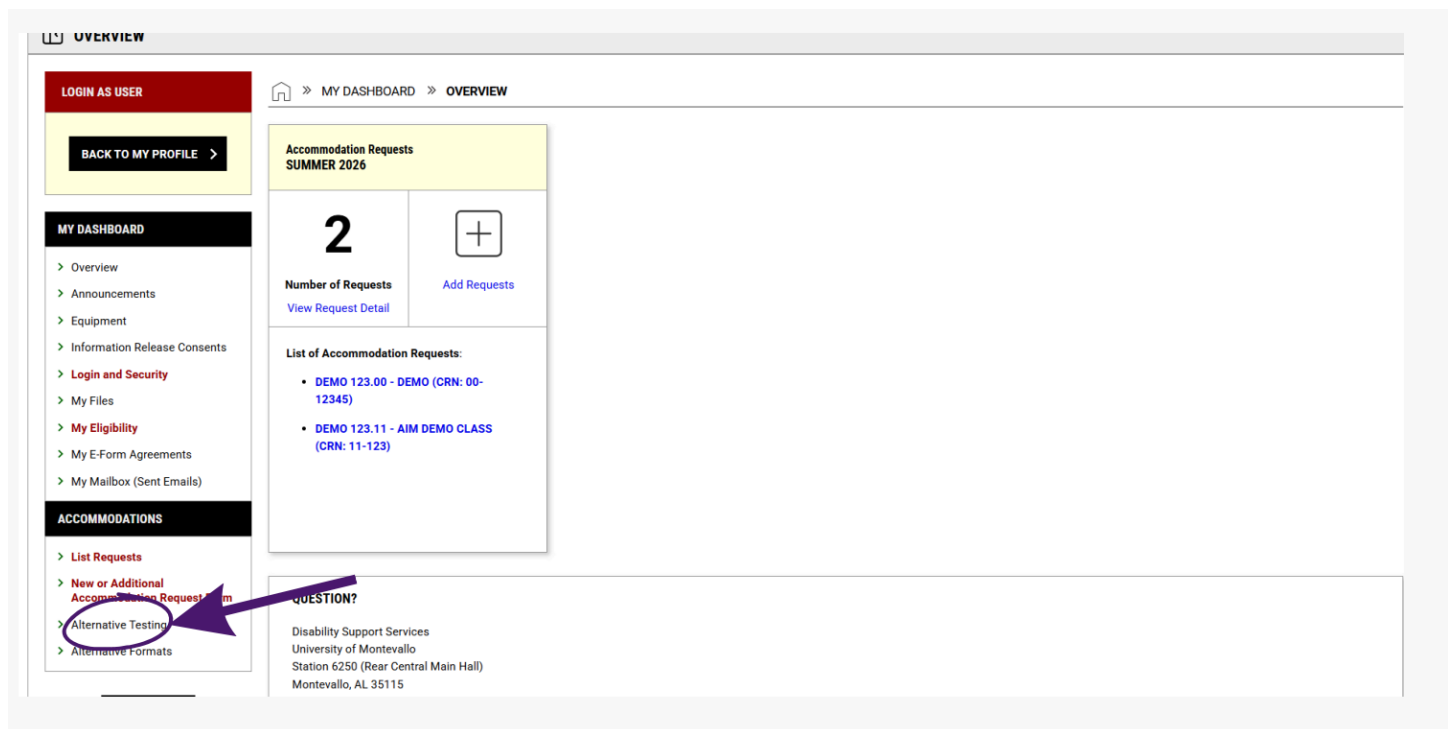


Scheduling Exams in the DSS Portal

1. Login to the [DSS Online portal](#) with your Montevallo username and password.



2. Navigate to the left side of the page. Under “Accommodations”, choose the “Alternative Testing” tab.



3. Next, select the class for which you're taking the exam from the dropdown menu. Click "Schedule an Exam".

UNIVERSITY of MONTEVALLO
DISABILITY SUPPORT SERVICES

ALTERNATIVE TESTING

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > Login and Security
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

MY DASHBOARD » MY DASHBOARD » ALTERNATIVE TESTING

OVERVIEW ALL EXAM REQUESTS

SCHEDULE AN EXAM

Important Note

- Courses marked with * do not have a Learning Agreement specified by the instructor and you will be required to enter the **standard length** of the exam.

Select Course: DEMO 123.11 - AIM DEMO CLASS (CRN: 11-123)*

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

4. Tell DSS about your exam: whether it is a quiz, regular test, or final. Enter the date, time, and standard length of time given for the exam. **Do NOT calculate your extended time.** If you do not know the standard length of time for the exam, contact your instructor.

EXAM REQUEST

Exam Type *:

Select One

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

mm/dd/yyyy

Time *:

Select Select

Standard Length Of Exam (In Minutes) *: ⓘ

Services Requested (As Applicable) *:

Hint: You are required to make a minimum of 1 selections.

☐ Extra Time 1.50x

☐ Permission to use computer with word processing for spellcheck only, for tests with writing

Total Exam Length:

0 Minutes

Exam Ends At:

Not Available

Required Technology (If Applicable):

☐ Adjustable height desk needed

☐ CCTV needed

☐ Computer needed

Additional Note:

5. In the Services Requested box, select the accommodations you'd like to use. If your exam is being given online, choose "Computer" in the Required Technology field, and in the "Additional notes" field tell us if you'd like to use one of the desktop computers in our testing rooms, or if you plan to bring your own laptop. If there is anything else you think the testing center staff should know about the exam, you can add that information in the "Additional Note" section.

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of 1 selections.

☐ Extra Time 1.50x ☐ Permission to use computer with word processing for spellcheck only, for tests with writing

Total Exam Length:
0 Minutes

Exam Ends At:
Not Available

Required Technology (If Applicable):

☐ Adjustable height desk needed ☐ CCTV needed

☐ Computer needed

Additional Note:

FORM SUBMISSION

[ADD EXAM REQUEST >](#) [BACK TO LIST >](#)

6. If you see the message below at the top of the exam request screen, be sure to email your instructor reminding them to complete the DSS Testing Agreement.

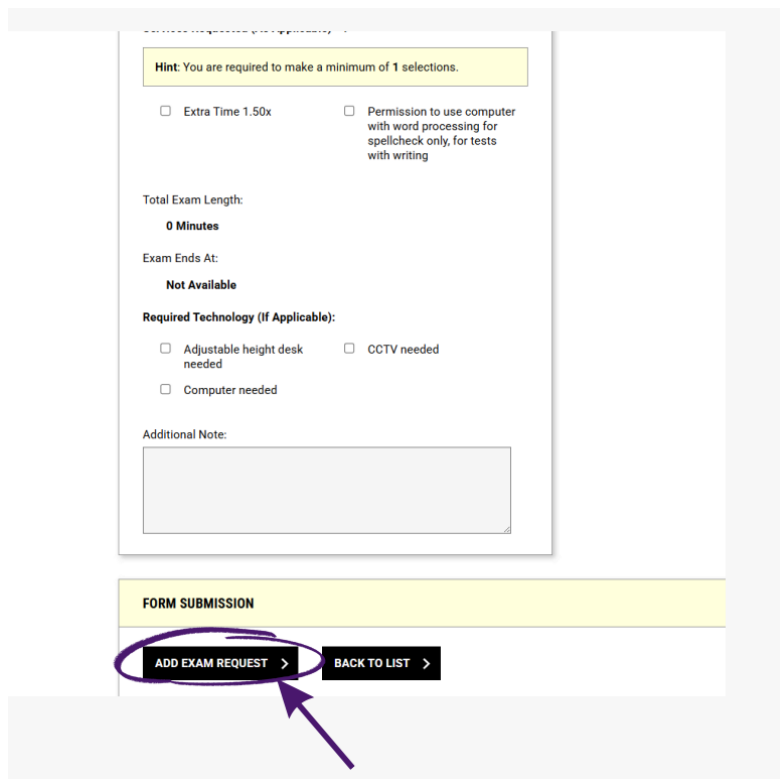
 **IMPORTANT MESSAGE**

You have scheduled a test or exam for which there is not yet an DSS Testing Agreement in place. DSS will contact your instructor, but you may wish to send them a friendly reminder about the need for that completed agreement.

Example email:

"I believe you have received a DSS email about my request to schedule a test in the DSS office. Please complete the DSS testing agreement in the DSS faculty portal, so I can take my test in the DSS office. Thank you!"

7. Click the “Add Exam Request” button to send the schedule request to DSS.



The screenshot shows a web form for submitting an exam request. At the top, a yellow box contains a hint: "Hint: You are required to make a minimum of 1 selections." Below this are two checkboxes: "Extra Time 1.50x" and "Permission to use computer with word processing for spellcheck only, for tests with writing". The form also displays "Total Exam Length: 0 Minutes" and "Exam Ends At: Not Available". Under the heading "Required Technology (If Applicable):", there are three checkboxes: "Adjustable height desk needed", "CCTV needed", and "Computer needed". An "Additional Note:" section with a text area is located below. At the bottom, a yellow bar labeled "FORM SUBMISSION" contains two buttons: "ADD EXAM REQUEST" and "BACK TO LIST". The "ADD EXAM REQUEST" button is circled in purple, and a purple arrow points to it from the bottom right.

8. After submitting the request send an email to your instructor notifying them that you have scheduled to take the test in the DSS office.

Example email:

“I believe you have received a DSS email about my request to schedule a test in the DSS office. Please review the exam request and fill out the exam instructions. If you have any questions about the exam request or accommodations, please let me know.”

If you have any questions, please do not hesitate to contact the UM DSS office at (205) 665-6250. You may also email the staff directly at dss@montevallo.edu.