

## To submit an accommodated test request:

1. Log-in to the online request using your HSU username & password.
2. Select the class number by clicking on the arrow pointing up (see below); give it couple of moments to load.

\*Class Nbr



3. Click on the calendar icon to select date of your exam. (See below)

\*Date of Test



4. Select the time of your exam on the drop down menu.
5. Check the required fields after reading the statements

6. Select "Create" only **ONCE**.

Start Over

Create

## To submit **ADDITIONAL** test dates for the same class number:

1. Select "Back" from the recent submission.

Accommodated Test Request Created

Thank you for submitting an Accommodated Test Request. Please close this window to exit this application.

Back

OR

2. "View Existing Test Dates" when you log-in to the online request (see below).

Start Over

Create

View Existing Test Dates

3. Hover over the Class Number to submit additional test dates.
4. You will see that it took you to the original test request, scroll down and you will find the "Add Row" button below on the right corner. (see image below)

Accommodated Test Request

[Start Over](#)

[View Existing Test Dates](#)

Press "View Existing Test Dates" to see all current test requests for all classes.  
Press "Start Over" to clear all fields.

Scroll down below to add additional dates for this class.

Test Request # 6421

Name ██████████ A

\*Student Id ██████████

Student Phone

\*Class Nbr TC 320 Test Taker 29555

Instructor Name Bradley, Mike

\*Date of Test 27-FEB-2017

\*Time You Are Requesting to Take the Test 13:00

Original Test Length (in minutes) 50

Student Comment

\*  I understand that this is a request for the above time(s) and date(s) for my exam; therefore, the requested time may be modified to fit within the Testing Center's hours (M-F 8 am-5pm). The Testing Center will respond to my request within two business days.

\*  I agree to notify the Testing Center (testing@humboldt.edu) about any changes to my request, including cancellations, prior to the date(s) of the exam(s). Additionally, I agree to notify my professor about my need for accommodated testing for the course; this should typically be accomplished with the Exam Accommodations Memo at the start of the semester.

Submitted Date 31-JAN-17

Status A

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Additional Test Dates

[Cancel](#) [Submit](#)

PK	Test Date	Test Time	Test Length	Status
No data found.				

[Add Row](#)

5. You will see the calendar icon on the left corner; select this icon to pick an additional date(s). You may select "Add Row" as many times as needed.

<u>Pk</u>	<u>Test Date</u>	<u>Test Time</u>	<u>Test Length</u>	<u>Status</u>
(null)	<input type="text"/>	 13:30	110	(null)

**NOTE:** You may NOT select a different time from the original time requested. If you need to change the time, you must create a NEW REQUEST.

6. Select "Submit" once you have added the additional test dates. You may view ALL your requests by selecting "View Existing Test Dates" to see your submissions or "Start Over" to submit another request for a different class number.

## Cancel or Reschedule a Request

1. Log-in to the online request.
2. Select "View Existing Test Date"

Accommodated Test Request

Press "View Existing Test Dates" to see all current test requests for all classes.  
Press "Start Over" to clear all fields.

Scroll down below to add additional dates for this class.

Test Request # 6421  
Name E [REDACTED] A  
\* Student Id [REDACTED]  
Student Phone  
\* Class Nbr TC 320 Test Taker 29555  
Instructor Name Bradley, Mike  
\* Date of Test 27-FEB-2017  
\* Time You Are Requesting to Take the Test 13:00  
Original Test Length (in minutes) 50  
Student Comment

3. Hover over the "Test Date" you want to cancel and click on the date's link.

Class Number	Description	Status	Test Date	Test Time
<a href="#">29444</a>	TC 310 Test Center Admin	Active	<a href="#">13-FEB-2017</a>	13:30
<a href="#">29444</a>	TC 310 Test Center Admin	Canceled	<a href="#">27-FEB-2017</a>	13:30
<a href="#">29444</a>	TC 310 Test Center Admin	Active	<a href="#">27-MAR-2017</a>	13:30
<a href="#">29555</a>	TC 320 Test Taker	Active	<a href="#">27-FEB-2017</a>	13:00

[Download](#)

1 - 4

4. Check the box "Cancel" and then select "Submit"

Accommodated Test Cancel or Change Date

Please only press "Submit" button once, and be patient while your request is being submitted.

Name [REDACTED] A

Student Phone

Class Nbr 29555

Description TC 320 Test Taker

Instructor Name Bradley, Mike

Test Date to Cancel or Change 27-FEB-2017

Original Time You Requested to Take the Test 13:00

Original Test Length (in minutes) 50

Student Comment

Cancel  or New Date Request  

Submit

OR

5. If you need to reschedule, then you may cancel by checking the box and then select the new date you need to reschedule your exam by clicking on the calendar icon.
6. You must select "Submit" to save any cancellations or changes.

You will receive an acknowledgment email for every request you submit, including the additional test dates and cancellations.