Scheduling Tests at the ADS
for South City Campus

Please note:
Accommodated tests for courses at other campuses should be coordinated through Testing Services. Please see their website for scheduling information. http://www.slcc.edu/testing/

1. Go to **www.slcc.edu** and log into "My SLCC"
2. Search for "Accessibility and Disability Services" or "ADS"
3. Click "Login to Accommodate"

Once logged in:
4. Select the "Testing Room" menu on the left side of the page. If you are on a phone, select the three bar button on the top left of the screen first.

> ⊞ Testing Room

This will take you to the Alternative Testing Rooms page which will allow you to schedule or reschedule testing appointments and show you all of your upcoming pending and approved test requests!

5. Select "New Booking Request" at the bottom of the page

> **New Booking Request**

6. Use the drop-down box to select the course you want to schedule a test for and click "Check Availability"

Course

[⌄]

[Check Availability]

7. Select the test date under "Date Range"
You must schedule to take your exam on the same day your class is taking the test unless pre-authorized by your instructor.

Date Range (Please fill in both dates)

| 2020-01-08 | Select | to |
| 2020-01-13 | Select | |

8. Select South campus.

Campus Class is Held

[▾]

9. If you have an assistive testing accommodation such as Kurzweil, Dragon, screen reader, screen magnifier or scribe be sure to select that accommodation under "Specific Accommodation" to view rooms equipped to provide that specific accommodation.

Specific Accommodation

[Add...]

Additional filter options may be used, but are not required to display appointment results.

10. Your search results will display in the right column. Select your desired appointment start time between 8:00AM - 4:00PM

Monday, Jan 13, 2020
Redwood Campus DRC Testing Center

8:00 am

30, 60, 90, 120, 180, 240 mins (11 of 11 slots available)

11. An appointment confirmation window will appear asking for more specific information about your exam. Ensure that all required information marked with an asterisk is filled out.

Confirm Exam Booking   ✕

* indicates a required field

Students Please Note:
All exams must be scheduled for the same day that the class is taking it unless preauthorized by the instructor.

On which campus does your class meet? *

[▾]

Course *
Fake Class ()

Exam *
Please specify test number or chapter numbers

[   ]

Is your test on Canvas? *
○ yes   ○ no

12. Click "Submit Request"

[Submit Request]

Salt Lake Community College