Utah Valley University Testing Services

Accommodative Testing Setup and Scheduling Instructions
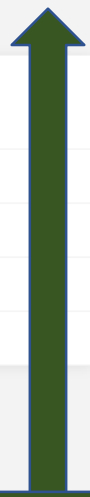
Register for an appointment by visiting **https://www.uvu.edu/testingservices/info/index.html** and selecting the "Schedule an Appointment" button.

My History **Sign In**

UTAH VALLEY
UVU
UNIVERSITY

Exam Registration

More Information

How to Schedule

How to Reschedule

How to Cancel

Trouble Scheduling?

1 **Choose a group** (required)

Select an option ⌄

2 **Choose an exam** (required)

Choose a group above ⌄

3 **Choose a Date** (required)

Example: Monday, July 20, 2020

4 **Choose a Time** (required)

Select a date above ⌄

5 **Who is taking this exam?**

Will you be taking this exam or are you registering for

Before registering, sign in using your UVU ID number

Your approved accommodations will be linked to your UVU ID number.

UTAH VALLEY UVU UNIVERSITY

Exam Registration

My History

View complete history

1. Select "I am a UVU student"

2. Select "Classroom Testing with Accommodations".

3. Select how long you would like to schedule your appointment.

4. Select which accommodations you would like to use while testing.

1 **Choose a group** (required)

I am a UVU student

More Information

How to Schedule
How to Reschedule
How to Cancel
Trouble Scheduling?

2 **Choose a group** (required)

Classroom Testing with Accommodations

3 **Choose an exam** (required)

Accommodative Testing - 1.5 hours

If you are unable to select your accommodations, make sure that you have a current Accommodative Letter from the Office of Accessibility Services.

If you have any questions or need assistance, send an email to testingservices@uvu.edu.

4 **Select Accommodations**

Select the accommodations that you wish to use on this registration. If you have a reader accommodation, please select only one of the reader options.

☐ X15 - Additional Time for Exams and Quizzes (1.5x)

☐ ADAPTECH - Adaptive Technology (CCTV)

If you would like to test remotely (at-home), select the "TEST REMOTELY REQUEST" option.

Selecting this option does not guarantee you will be permitted to test remotely. Some accommodations and exam formats cannot be provided remotely.

You will receive a notification email once your request has been reviewed by testing center staff.

If you do not select the remote option or if your request is denied, you will test at the testing center.

④ **Select Accommodations**

Select the accommodations that you wish to use on this registration. If you have a reader accommodation, please select only one of the reader options.

- ☐ I choose not to use any accommodations on this registration
- ☐ X15 - Additional Time for Exams and Quizzes (1.5x)
- ☐ READER - Reader (Computer Exams Only)
- ☐ ADAPTECH - Adaptive Technology (CCTV)
- ☐ WHITEBD - Whiteboard
- ☐ DRROOM - Distraction-Reduced Testing Room
- ☑ TEST REMOTELY REQUEST
  Testing remotely requires testing center approval. You will receive a notification email once your request has been reviewed.

5 **Appointment Required**

The selected Accommodations require setting your appointment directly with the testing center. Please continue filling out the fields and submit your registration before contacting the testing center.

6 **Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name (required)

John

Last Name (required)

Doe

Email (required)

example@my.uvu.edu

Verify Email (required)

example@my.uvu.edu

5. This section reminds you that after you have submitted all your information in the scheduling program, you will need to contact the Testing Center to finish scheduling your appointment.

6. Provide the required personal information.

Make sure to use your UVU email address. Your accommodations are linked to this email address!

7. Read the exam guideline acknowledgement.

The acknowledgement contains information about the exam, testing center policies and procedures, and visiting requirements.

You will need to agree to the guidelines to register an appointment.

7 **Exam guideline acknowledgement**

Click on the links below to review accommodative exam policies and procedures and testing center visiting requirements. You must agree to abide by the guidelines listed in these documents before continuing to schedule.

Exam Info/Policies & Procedures

Testing Center Visiting Requirements

☑ I agree to follow the above guidelines

8. Provide the required information including your phone number, UVID number, course name, exam number, and instructor's name.

List any additional information that would be helpful for testing center staff to be aware of in the text box.

If you have the accommodation for a notecard, you will need to certify that you have sent your notecard to your professor to be submitted with your exam.

When finished, select "Add to Cart." You will then be taken to the check-out page.

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8 **Needed information**

Phone Number (required)

801-123-5555

UVID Number (required)

10000000

Course Name (required) ❓

MATH 1050

Exam Number (required) ❓

Exam 2

Instructor Name (required)

Jane Doe

List additional information for testing center staff regarding your accommodations or appointment.

List additional information for testing center staff regarding your accommodations or appointment.

☐ Notecard Accommodation: I understand if I have a notecard accommodation I must send my notecard to my professor and have them submit it with the exam information (Required for Students with Notecard Accommodation)

Add to Cart

Your Cart

Accommodative Testing - 1 hour By appointment	$0.00 ✖

Apply promo/voucher code   **Apply**

Total exam fees	**$0.00**

Complete Registration   ✚ Add Another Exam

From this page, you can click "Add Another Exam" if you would like to request another test.

Once you have added all the tests you needed, click on the "Complete Registration" button. A confirmation email will be sent to you regarding the registration request.

DON'T FORGET TO CALL THE TESTING CENTER WHEN YOU'RE DONE.

Once you have clicked the "Complete Registration" button. You will need to contact the Testing Center at 801-863-7095 to schedule a time and date for your appointment.

If there is no answer, be sure to leave a message. We will get back to you as soon as possible.