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.
Before registering, sign in using your UVU ID number.

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

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.
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.
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.
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.
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.