

## Scheduling an Exam in the Accommodated Testing Office through the ASAC Dashboard

- Log into your dashboard and sign the required E-Form Agreements.
  - a. These agreements outline important information regarding your approved accommodations. Please read in full and contact your DAA with any questions.
- From your dashboard, locate the box labeled Accommodations and select “Accommodated Testing.”

**MY DASHBOARD**

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

**ACCOMMODATIONS**

- > **List Requests**
- > **Request a Change to your Accommodation(s) or Submit Documentation**
- > **Accommodated Testing**
- > Alternative Formats
- > Communication Access
- > Flex Plan

- You will be directed to this page.



## IMPORTANT MESSAGE

Welcome to the Accommodated Testing Request System. You can use this system to:

- Schedule a regular semester test or quiz
- Schedule a Final Exam
- View your submitted test requests

Please begin your exam request below by selecting the course and clicking "Schedule an Exam". Then provide your test and accommodation information.

If the course for your assessment is not listed below, contact the Accommodated Testing Office to make arrangements.

**Accommodated Testing Office**

[exams@american.edu](mailto:exams@american.edu)

202-885-3489

Butler Pavilion 300

Hours: Monday-Friday 9:00AM-5:00PM

If you have not yet completed the three-step registration process, visit the [ASAC website](#).

- Scroll down to "Schedule an Exam." From the dropdown list, select the course for which you want to schedule an accommodated assessment. Then select the black box labeled "Schedule an Exam" to continue.

## SCHEDULE AN EXAM

**Important Note**

- Courses marked with \* do not have **Accommodated Testing Instructions Form** specified by the instructor and you will be required to enter the standard length of the exam.

Select Course:

**SCHEDULE AN EXAM >**

- Complete each section.
  - "Available exam dates" are the dates your course instructor has notified the Accommodated Testing Team of assessments in your course.
  - "Exam Type" is the type of assessment you are taking; quiz, mid-term, or test.
  - "Date" is the date in which you plan to take the assessment.
  - "Time" is the time you want to begin your assessment.
    - Please note that the ASAC's operating hours are 9 am to 5 pm, Monday – Friday. All accommodated testing must finish by 5 pm.

- e. “Standard Length of Exam (In Minutes)” is the total time the class has to complete the assessment. Please **do not** enter your accommodated time as the system calculates it automatically.
- f. “Services Requested (As Applicable)” are the accommodations you wish to use for this assessment. Please note that only your approved testing accommodations will appear. You must select at least one accommodation when making an exam request.

https://bona.accessiblelearning.com/American/dashboard/ExamAdd.aspx?ID=iuJWNK72FQ5YSY7Ph2LKWJa8MaDwR3M7ol...

- > List Requests
- > Request a Change to your Accommodation(s)
- > Alternative Testing
- > Alternative Formats
- > Communication Access
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### EXAM REQUEST

Available Exam Dates \*:

The Exam I'm Scheduling Is Not Listed

Exam Type \*:

Exam

Date \*:

Hint: Please review: [Exam Scheduling Availability](#).

07/09/2024

Time \*:

11 AM

Select

Standard Length Of Exam (In Minutes) \*:

Services Requested (As Applicable) \*:

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

#### IMPORTANT DATES

**July 01**  
Academic Priority Deadline for Fall 2024

**October 11**  
Fall break

**November 05**  
University closed  
**Closed All Day.**

**November 26**  
Tuesday classes cancelled; Friday classes meet

**November 27**  
No classes

VIEW ALL >

- Once you have filled in the standard length box, you can view the “Total Exam Length” that includes your total accommodated testing time and the start and end time of your accommodated assessment.

November 27  
No classes

**VIEW ALL >**

**SIGN OUT >**

**Services Requested (As Applicable) \*:**

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

Extended time on in-class timed assessments: 2.0x     Use of a computer for in-class timed writing assessments

Total Exam Length:  
**60 Minutes x 2.00x Multiplier = 2 Hr 0 Min**

Exam Ends At:  
**11:30 AM + 2 Hr 0 Min = 01:30 PM**

Additional Note:

- Once you have confirmed the above information, select “Add Exam Request.”

Total Exam Length:  
**60 Minutes x 2.00x Multiplier = 2 Hr 0 Min**

Exam Ends At:  
**11:30 AM + 2 Hr 0 Min = 01:30 PM**

Additional Note:

**FORM SUBMISSION**

**ADD EXAM REQUEST >**

- If your request was submitted successfully, you will see a message: “Success! Your action has been completed”. If you do not see this message, please review the information you selected and ensure all required fields are completed.