Scheduling an Exam Using the DSS Online Portal

1- Go the the DSS website to begin your test scheduling process.

2- Select “Current DSS Students”
3- Select “Book a test”

Select “Book a test” to continue.

4- Select “Schedule a test, mid-term or quiz” from the menu at the top of your screen

Select “Schedule a test, mid-term or quiz” to continue.
Please read the directions listed here to make sure you have all necessary information.

Input your UMD directory log-in information to continue.

Select next to continue.
7. SELECT COURSE

Select your course using the drop-down arrow to the left.

Select next to continue.

8. CLASS TEST DATE AND TIME

Use the icons below or type in the information regarding when your class is scheduled to take the exam.

Select next to continue.
First, click on the calendar icon to select the day of your exam.

Second, use the clock icon OR type in the time your class will begin the exam in the box to the left.
Lastly, type in the length of time your class has to complete the exam. (Note this does NOT include your additional time).

Please confirm and/or provide your professor/TA's contact information.
10. CHOOSE ACCOMMODATIONS

Select each accommodation you will use for your upcoming test/exam.

Select next to continue.

11. SELECT YOUR TEST TIME

Select a date and time from the generated list to complete your exam at the Testing Office.

Select next to continue.
12. CONFIRM AND COMPLETE

6. Confirm and Complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

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**Tentative test date and time**
Mon Aug 29, 2016 9:00 AM to 10:40 AM (1 h and 40 m)

**Course information**
Example EXMP 101 0101

**Instructor**
Example Professor Name.example_email@example.com

**Class test date / time**
Mon Aug 29, 2016 9:00 AM (50 m)

*Note: this is not your accommodated writing time*

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**Accommodations required**
Extended exam/quiz time

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I acknowledge that the information I am submitting is correct to the best of my knowledge.

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Requested accommodations are listed here.

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First, please review this information to ensure it is correct. If you need to make any corrections, please select the previous button to do so.
6. Confirm and Complete

This test is not scheduled yet! Click ‘Finish’ to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

Your tentative test information

Tentative test date and time
Mon Aug 29, 2016 9:00 AM to 10:40 AM (1 h and 40 m)
Course information
Example EXMP 101 0101
Instructor
Example Professor Name, example_email@example.com
Class test date / time
Mon Aug 29, 2016 9:00 AM (50 m)
* Note: this is not your accommodated writing time
Accommodated

If all your information is correct:
1st check
Acknowledgement statement
2nd
Hit finish to complete your reservation.

I acknowledge that the information I am submitting is correct to the best of my knowledge.

1st
2nd

13. Confirmation

You have now completed your exam reservation.