How to Reserve Your Seat within the ADS Testing Office

1. Select “Book a Test” from the Online Portal main menu

2. Select “Schedule a test, mid-term or quiz” from the menu on the top left
3. A new page will display, welcoming you to the Online Test Scheduling Feature. Select “Next” to begin your reservation.

4. Select your course from the drop-down menu
5. Once your class is selected, click next to continue.

6. Please specify the date and time your class is taking the text/quiz or exam within the classroom.
   a. This information can either be typed in, or selected from the interactive icons.
   b. Be aware the minute entry goes to a maximum of 59 minutes. You will need to break down longer exams to use both the hour and minute entry.
   c. Students should be testing at the same time as their classmates, unless there is a schedule conflict.
   d. Students must obtain written permission from their professor/TA to alter the start time of their exam.
7. Once completed, select “Next” to continue.

8. Please confirm your professor/TA’s contact information
   a. This information will pre-populate from the Registrar. Please verify the individual(s) listed below is the correct point-of-contact for your exam. If it is not correct, or you do not recognize the name, please update the information.
9. Once verified, select “Next” to continue.

10. Select the accommodations needed for this specific exam reservation.
   a. More than one accommodation can be selected.
   b. Ensure you have ONLY selected the accommodations needed for this individual testing session.
11. Once selected, click “Next” to continue.

12. Please confirm your testing reservation window.
   a. Students should always start their exam at the same time as their class, UNLESS there is a time conflict.
   b. Multiple options are listed only for those with a time conflict.
   c. If testing at a different time than your class, students must provide written permission to ADS Testing staff.
   d. Please contact the ADS Testing staff directly to discuss questions and concerns.
13. Once selected, click “Next” to continue.

   a. Your reservation information is listed in bold.
15. Select “Previous” to correct any information (if necessary).
16. Complete your testing reservation
   a. Select the check-box, acknowledging your reservation information is correct.
   b. Select the “Finish” button to complete your reservation