

How to Reserve Your Seat within the ADS Testing Office

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

The screenshot shows the top of the website with the University of Maryland Counseling Center logo and the title 'Accessibility & Disability Service'. Below the header is a blue navigation bar with a 'Main menu' link. The main content area is titled 'Welcome to the Online Student Services' and includes the instruction 'Please select an option from the menu below:'. There are four menu items: 'Book a test' (with a book icon and circled in red), 'Accommodation Letters' (with a document icon), 'Course Notes' (with a notepad icon), and 'Note Takers' (with a notepad and pencil icon). At the bottom, contact information for the ADS Main Office is provided.

UNIVERSITY OF MARYLAND COUNSELING CENTER
Accessibility & Disability Service

[Main menu](#)

Welcome to the Online Student Services

Please select an option from the menu below:

[Book a test](#)

[Accommodation Letters](#)

[Course Notes](#)

[Note Takers](#)

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2. Select "Schedule a test, mid-term or quiz" from the menu on the top left

The screenshot shows the 'Student Test Scheduling and Accommodations' website. The top header is identical to the previous screenshot. Below the header is a dark grey navigation bar with four menu items: 'Schedule a test, mid-term or quiz' (circled in red), 'My upcoming events', 'Accommodations', and 'Help'. The main content area is titled 'Student Test Scheduling and Accommodations' and includes the instruction 'Welcome to the Student Test Scheduling and Accommodations website. You can use this website to:'. There is a bulleted list of five options: 'Schedule a test, mid-term, or quiz', 'Schedule a final exam', 'Check your upcoming scheduled appointments, tests and final exams', 'View your approved accommodations', and 'Print out a pdf copy of your accommodations letter'. Below the list, there is a note: 'Please click a menu item to the left that you would like to use. You will be asked to log in using your UMD Directory ID and Password.' At the bottom, contact information for the ADS Main Office is provided.

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[Main menu](#) [log out](#)

[Schedule a test, mid-term or quiz](#) [My upcoming events](#) [Accommodations](#) [Help](#)

Student Test Scheduling and Accommodations

Welcome to the Student Test Scheduling and Accommodations website. You can use this website to:

- Schedule a test, mid-term, or quiz
- Schedule a final exam
- Check your upcoming scheduled appointments, tests and final exams
- View your approved accommodations
- Print out a pdf copy of your accommodations letter

Please click a menu item to the left that you would like to use. You will be asked to log in using your UMD Directory ID and Password.

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3. A new page will display, welcoming you to the Online Test Scheduling Feature. Select "Next" to begin your reservation.

WELCOME

1. Select course

[2. Class test date and time](#)

[3. Confirm prof info](#)

[4. Choose accommodations](#)

[5. Select your test time](#)

[6. Confirm and complete](#)

Online Test Scheduling

Welcome to the Online Test Scheduling wizard. This wizard will guide you through the process of scheduling your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your scheduled test including your requested start time and will need to approve it.

You will need to have the following information to successfully schedule your test:

1. The name of the course you want to schedule a test for, and the instructor's name and email address
2. The scheduled class date, start time and duration of the test in the classroom
3. You **MUST** schedule your test **a minimum of 3 business days** before the class is taking the test to avoid being locked out of the system.

Click the 'Next' button below to get started.

[Next](#) [Cancel](#)

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4. Select your course from the drop-down menu

WELCOME

1. Select course

[2. Class test date and time](#)

[3. Confirm prof info](#)

[4. Choose accommodations](#)

[5. Select your test time](#)

[6. Confirm and complete](#)

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

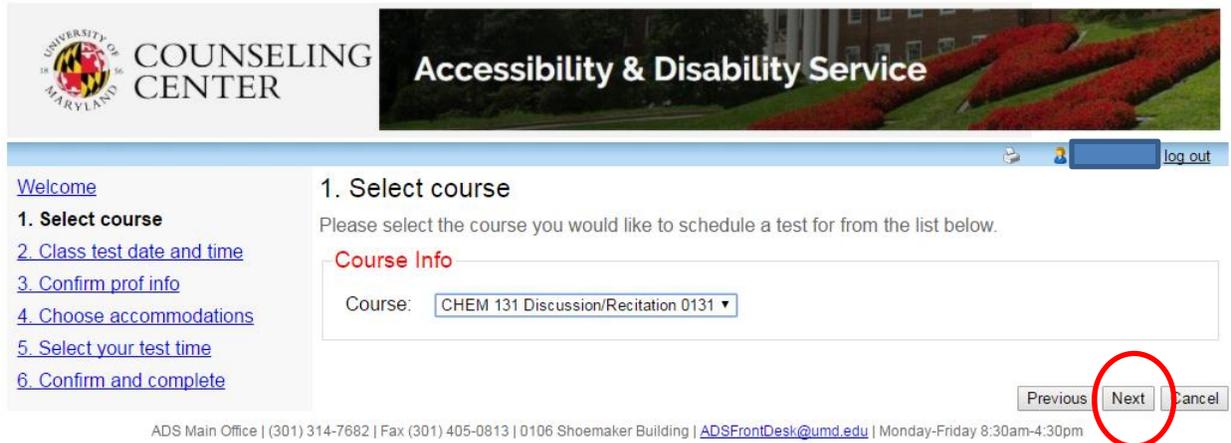
Course:

- CHEM 131 Discussion/Recitation 0131
- CHEM 131 Lecture 0131
- PSYC 302 Lecture 0101
- PSYC 433 Laboratory 0102
- PSYC 433 Lecture 0102
- MATH 274 Lecture 0101
- BSCI 202 Laboratory 0110
- BSCI 202 Lecture 0110

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5. Once your class is selected, click next to continue.



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Welcome log out

1. Select course

Please select the course you would like to schedule a test for from the list below.

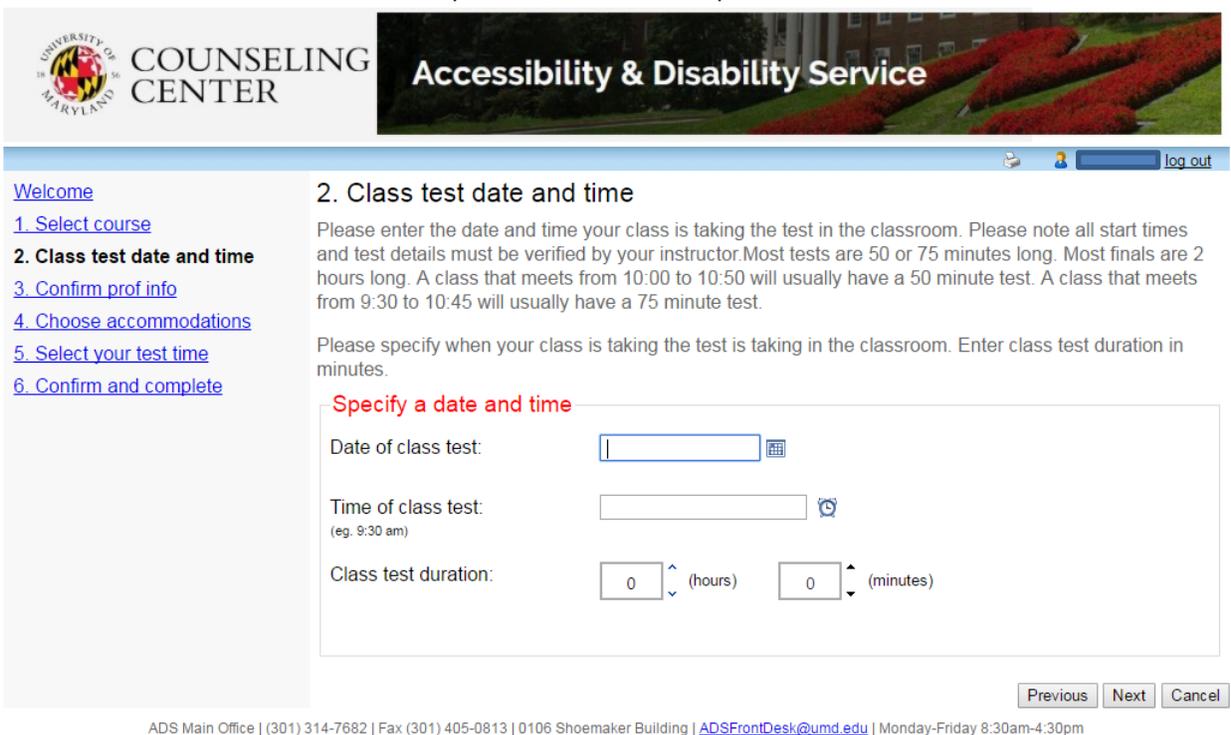
Course Info

Course: CHEM 131 Discussion/Recitation 0131

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6. Please specify the date and time your class is taking the text/quiz or exam within the classroom.
- This information can either be typed in, or selected from the interactive icons.
 - 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.
 - Students should be testing at the same time as their classmates, unless there is a schedule conflict.
 - Students must obtain written permission from their professor/TA to alter the start time of their exam.



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Welcome log out

2. Class test date and time

Please enter the date and time your class is taking the test in the classroom. Please note all start times and test details must be verified by your instructor. Most tests are 50 or 75 minutes long. Most finals are 2 hours long. A class that meets from 10:00 to 10:50 will usually have a 50 minute test. A class that meets from 9:30 to 10:45 will usually have a 75 minute test.

Please specify when your class is taking the test is taking in the classroom. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test: (eg. 9:30 am)

Class test duration: (hours) (minutes)

Previous **Next** Cancel

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7. Once completed, select “Next” to continue.

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Welcome [log out](#)

[1. Select course](#)
2. Class test date and time
[3. Confirm prof info](#)
[4. Choose accommodations](#)
[5. Select your test time](#)
[6. Confirm and complete](#)

2. Class test date and time

Please enter the date and time your class is taking the test in the classroom. Please note all start times and test details must be verified by your instructor. Most tests are 50 or 75 minutes long. Most finals are 2 hours long. A class that meets from 10:00 to 10:50 will usually have a 50 minute test. A class that meets from 9:30 to 10:45 will usually have a 75 minute test.

Please specify when your class is taking the test is taking in the classroom. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test:
(eg. 9:30 am)

Class test duration: (hours) (minutes)

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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.

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Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- 3. Confirm prof info**
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- [6. Confirm and complete](#)

3. Confirm instructor information
Please verify the following information and correct anything that is missing or incorrect.

Course Info
CHEM 131 Discussion/Recitation 0131

Instructor Info
You must enter the instructor email address in order to continue.

Instructor name: (last name, first initial)
 Instructor email:

Alternate contact name:
 Alternate contact email:
 Alternate contact phone:
 If your instructor has indicated that there is an additional contact, please enter it here.

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9. Once verified, select "Next" to continue.

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- [1. Select course](#)
- [2. Class test date and time](#)
- 3. Confirm prof info**
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- [6. Confirm and complete](#)

3. Confirm instructor information
Please verify the following information and correct anything that is missing or incorrect.

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Instructor Info
You must enter the instructor email address in order to continue.

Instructor name: (last name, first initial)
 Instructor email:

Alternate contact name:
 Alternate contact email:
 Alternate contact phone:
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10. Select the accommodations needed for this specific exam reservation.
- More than one accommodation can be selected.
 - Ensure you have ONLY selected the accommodations needed for this individual testing session.

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Welcome

1. [Select course](#)

2. [Class test date and time](#)

3. [Confirm prof info](#)

4. Choose accommodations

5. [Select your test time](#)

6. [Confirm and complete](#)

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counselor. Please check **ONLY** the accommodation(s) that you need for THIS test.

Available accommodations

* **note: Only accommodations with a check will be used for your test booking.**

Extended exam/quiz time (1.5)

This accommodation will be provided with the ADS Testing Office (0118 Shoemaker Bldg, x47217) or an ADS assigned location unless other arrangements are made between the instructor and student.

Students taking online exams and quizzes should not be required to be proctored at the ADS or other locations on campus when students are not proctored in the classroom.

Students taking timed quizzes and in-class writing assignments might require extended time; please establish an implementation plan when requested.

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11. Once selected, click “Next” to continue.

UNIVERSITY OF MARYLAND COUNSELING CENTER **Accessibility & Disability Service**

Welcome

1. [Select course](#)

2. [Class test date and time](#)

3. [Confirm prof info](#)

4. Choose accommodations

5. [Select your test time](#)

6. [Confirm and complete](#)

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counselor. Please check **ONLY** the accommodation(s) that you need for THIS test.

Available accommodations

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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.



UNIVERSITY OF MARYLAND COUNSELING CENTER **Accessibility & Disability Service**

Welcome log out

[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
[4. Choose accommodations](#)
5. Select your test time
[6. Confirm and complete](#)

5. Select a date & time to write

Please select a date and time from the list of available dates and times below. If none of the dates/times in the list below will work for you then please contact us at 301-314-7217 or come see us in person to see if alternate arrangements can be made.

Available dates & times

If you select a start time different from the class start time you must have the permission of your professor. If none of the times below is possible for you then please call our office at 301-314-7217 or visit us in person to see if alternate times are available.

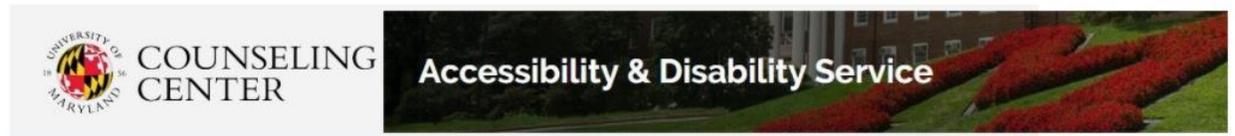
- Thursday July 6 . 2:00 PM to 3:55 PM
- Thursday July 6 . 1:45 PM to 3:40 PM
- Thursday July 6 . 1:30 PM to 3:25 PM
- Thursday July 6 . 1:15 PM to 3:10 PM
- Thursday July 6 . 1:00 PM to 2:55 PM

A spot was found for you to take your test; please click the 'Next' button below to continue scheduling your test.

Previous Next Cancel

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13. Once selected, click “Next” to continue.



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Welcome log out

[1. Select course](#)
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Available dates & times

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- Thursday July 6 . 2:00 PM to 3:55 PM
- Thursday July 6 . 1:45 PM to 3:40 PM
- Thursday July 6 . 1:30 PM to 3:25 PM
- Thursday July 6 . 1:15 PM to 3:10 PM
- Thursday July 6 . 1:00 PM to 2:55 PM

A spot was found for you to take your test; please click the 'Next' button below to continue scheduling your test.

Previous **Next** Cancel

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14. Review reservation information for accuracy.

- a. Your reservation information is listed in bold.



Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- 6. 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.

Your tentative test information

Tentative test date and time
 Thu Jul 6, 2017 . 2:00 PM to 3:55 PM (1 h and 55 m)
Course information
 CHEM 131 Discussion/Recitation 0131

Instructor
 Example Chem Professor Name . Example Chem Professor Email@umd.edu

Class test date / time
 Thu Jul 6, 2017 2:00 PM (1 h and 15 m)
 * **Note: this is not your accommodated writing time**

Accommodations required

Extended exam/quiz time (1.5)

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

Previous Finish Cancel

15. Select "Previous" to correct any information (if necessary).



Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- 6. 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.

Your tentative test information

Tentative test date and time
 Thu Jul 6, 2017 . 2:00 PM to 3:55 PM (1 h and 55 m)
Course information
 CHEM 131 Discussion/Recitation 0131

Instructor
 Example Chem Professor Name . Example Chem Professor Email@umd.edu

Class test date / time
 Thu Jul 6, 2017 2:00 PM (1 h and 15 m)
 * **Note: this is not your accommodated writing time**

Accommodations required

Extended exam/quiz time (1.5)

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

Previous Finish Cancel

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



COUNSELING CENTER



Accessibility & Disability Service

Welcome 114829375 [log out](#)

[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
[4. Choose accommodations](#)
[5. Select your test time](#)
6. 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.

Your tentative test information

Tentative test date and time
Thu Jul 6, 2017 . 2:00 PM to 3:55 PM (1 h and 55 m)
Course information
CHEM 131 Discussion/Recitation 0131

Instructor
Example Chem Professor Name . Example Chem Professor Email@umd.edu

Class test date / time
Thu Jul 6, 2017 2:00 PM (1 h and 15 m)
*** Note: this is not your accommodated writing time**

Accommodations required
Extended exam/quiz time (1.5)

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

[Previous](#) [Finish](#) [Cancel](#)

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