

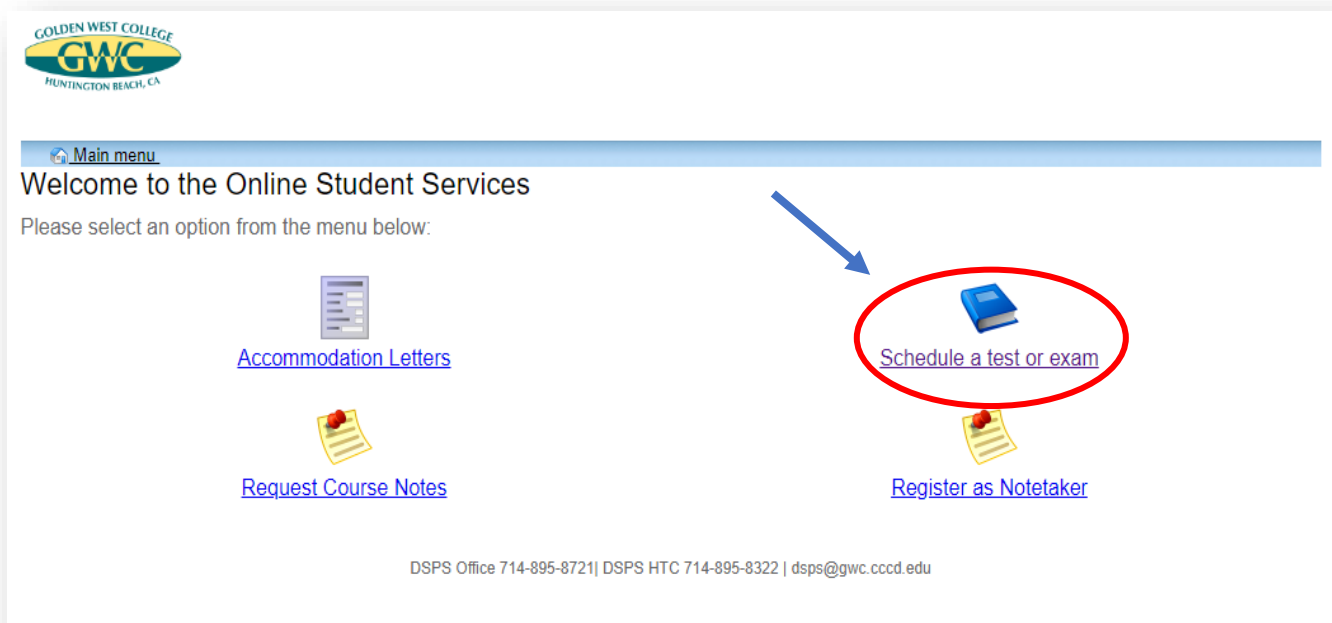
EXAM SCHEDULING STUDENT MANUAL

Welcome to the DSPSgo Exam Scheduling Student Manual!

Online classes- send your Accommodation Letter to your instructor using the [DSPSgo Online Student Services Portal](#). This will notify your instructor of your DSPS-approved extended time for quizzes and exams. Once your instructor receives your letter, they will be able to make the adjustments to your time in Canvas. Throughout the process of notifying your instructor, you can revisit the DSPSgo Portal for status updates.

In-person classes- After submitting your DSPS Accommodation Letter to your instructor through the [DSPSgo Online Student Services Portal](#), you will also have the option to schedule tests, quizzes, midterms, or final exams.

When you click on the DSPSgo Online Student Services Portal, you will be redirected to the GWC Campus Portal login page. There, you can log in using your GWC Username and Password to proceed.



The steps listed on the next few pages of this student manual will outline exactly how to schedule your exam with DSPS.

STEP 1: This is the online exam booking welcome screen. On this screen select “Schedule a test, mid-term or quiz” at the top, or click the link in step 4 “Test Booking Wizard” to begin the process of scheduling your exam or quiz.

Student Exam Scheduling Webpage

Welcome to the DSPS Exam Scheduling webpage. To schedule a testing appointment you must:

1. Be a GWC DSPS student who has been approved for Testing Accommodations.
2. Send your Accommodation Letter to your professor. (This only needs to be completed once each semester)
3. Online Classes: If your classes are conducted online, your instructor will receive your DSPS Accommodation Letter that you sent to them and they will make the necessary time adjustments based off your DSPS approved extended time. To confirm that your exam time has been adjusted, kindly contact your instructor.
4. In-Person Exams at DSPS: For exams that will be proctored in the DSPS office, please make sure to schedule all exams and quizzes using our [Test Booking Wizard](#) for all your quizzes and exams. We strongly encourage you to schedule all your quizzes and exams for the entire semester when scheduling your exams.
5. All appointments must be scheduled at least two (2) days before your exams/quizzes. Please note, DSPS may not be able to accommodate you if your appointment is booked less than two (2) days before your test.

DSPS Office 714-895-8721 | dspd@gwc.cccd.edu

STEP 2: This is the online exam booking scheduler screen. Please thoroughly read the instructions on how to book an exam or quiz and then select “Next” to continue to the next screen.

Online Test Booking

Welcome to the Online Test Booking wizard. This will guide you through the process of scheduling your test with DSPS.

After you finish booking your testing appointment, your instructor will receive an email notification with your test booking information.

To successfully book your testing appointment, please have the following course information:

1. The course you want to schedule a test for
2. The date the class is taking their test
3. The start time of the test
4. The duration the class will receive for their test (how much time the class will get)

Click the 'Next' button below to get started.

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

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STEP 3: This is the Select Course screen. Select the course in the drop-down menu for which you want to schedule your exam or quiz. The drop-down menu will display all the courses you are enrolled in for the current semester. Once the course is selected click “Next” to continue.

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Main menu 10t . log out

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[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:

Note: If appointments are made day of test please call our office at 714-895-8721.

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STEP 4: This is the Classroom Exam Information screen. The information you enter on this screen pertains to the date, time, and duration of the exam or quiz, proctored in class by your instructor. Use the calendar icon to view and choose the date or enter the date manually for when your class is taking the exam. Please be aware that scheduler is set up to only allow you to book exams or quizzes two days in advance or earlier. Next, use the time picker to view and choose the start time for your class, or type in the time manually in the field box. Lastly, enter the duration of the exam or quiz by using the up and down arrows for the hours and minutes. This should be the length of time the class gets for the exam or quiz. Then click Next to continue.

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2. Class test date and time

Please enter the date and time your instructor has provided to the class to complete the test. DO NOT INCLUDE YOUR ADDITIONAL TEST TIME AS THE SYSTEM WILL CALCULATE THIS FOR YOU. Test may be booked Monday through Friday 8am - 5pm. You must book (2) days in advance. Please note the available testing center hours may be reduced during summer/winter terms.

Specify a date and time

Date of class test:

Time of class test:

Class test duration:

(hours) (minutes)

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STEP 5: This is the Testing Procedures screen. All students using testing accommodations through DSPS are required to follow these procedures. Please be sure to read each section thoroughly. If you have any questions regarding any of the policies listed in this section, please make an appointment with a DSPS counselor.



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3. Additional requirements

Please fill in the appropriate information below.

The procedures for all students using testing accommodations through Disabled Students Programs and Services (DSPS) are as follows:

SCHEDULING: Each time you have an exam proctored through the DSPS testing center, you must request for your exams online via your "online student services" portal. Students will no longer be allowed to take their exams at the DSPS Office without scheduling an appointment for their exam (s) at least 2 days in advance. Scheduling requests will not be accepted during the week of finals. "Exceptions may apply and are reviewed on a case by case basis.

RESPONSIBILITY: It is your responsibility to make sure the REQUEST FOR TESTING ACCOMMODATIONS online form is filled out completely. You must also be sending a copy of your accommodation letter to your instructor. Please fill in all blanks with the appropriate information regarding the exam. You must indicate the test date and time you will be taking the exam. Your scheduled appointment should be the same date, time and campus as your class. You must have instructor approval to schedule an exam on an alternate date and time.

ACCOMMODATIONS: Please make sure you indicate on the TEST REQUEST form any accommodations you are requesting for the exam. Only accommodations that have been approved by a counselor will be provided during the exam.

APPROPRIATE BEHAVIOR: You may not ask test proctors for help figuring out answers to exam questions. In addition, you may not leave during the exam to attend class or take breaks of any kind, etc. All exams must be started and completed in the same session. It is your responsibility to schedule the exams during designated testing hours, which do not interfere with other activities such as class. Additionally, please remember you must adhere to GWC policy on Academic Honesty located in the college catalog. Violations will be sent to the office of student discipline.

ADDITIONAL INFORMATION: Please note that test procedures are required to collect all scratch paper used during the exam and return them to your instructor with the completed exam.

RESCHEDULING: Once you have signed up to take an exam in our office, you may reschedule that test ONLY if the instructor has given written permission to DSPS to do so. It is your responsibility to communicate with your instructor for approval to reschedule the exam with our office.

TARDINESS AND NO SHOWS: The amount of time you are late will be taken off the amount of time you have to complete the exam. The test proctor will wait no more than 20 minutes from the scheduled start time. After 20 minutes, you will be marked as "no show" and your test will be returned to the instructor. If you have three "no shows" during the semester you must attend a mandatory meeting with a DSPS counselor to determine if your testing privileges will be suspended for that semester. "Special circumstances will be reviewed on a case by case basis.

QUESTIONS: If you have any questions regarding any of the above policies and procedures, please make an appointment to see a DSPS counselor. Thank you for your cooperation!

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

STEP 6: This is the Choose your Accommodation screen. This screen will display the testing accommodations that have been approved by your DSPS counselor. Please only select the available testing accommodations you will need for this specific exam or quiz by checking the appropriate check boxes. Select Next to continue.

The screenshot shows the '4. Choose accommodations' screen. On the left is a navigation menu with links: Welcome, 1. Select course, 2. Class test date and time, 3. Additional requirements, 4. Choose accommodations (highlighted), 5. Select your test time, and 6. Confirm and complete. The main content area is titled '4. Choose accommodations' and includes a paragraph: 'List below are the accommodation(s) that have already been approved for you by your counselor. Please check off the accommodation(s) that you feel are necessary for this test. If you have any questions regarding the listed accommodations please contact our office at the number below.' Below this is a box titled 'Available accommodations' with a note: '* Note: Only accommodations with a check will be used for your test booking.' The list includes: Extended Time (double time (2.0x)) [checked], Noise cancelling headphones [checked], Frequent breaks [unchecked], Dragon Naturally Speaking [unchecked], Reader [unchecked], Screen magnification [unchecked], and Distraction reduced environment [unchecked]. At the bottom right are 'Previous', 'Next', and 'Cancel' buttons. The footer contains contact information: 'DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsp@gwccccc.edu'.

STEP 7: This is the Select your Exam Time screen. On this screen select the available time listed below that you will be taking your exam with DSPS. If you need further assistance with scheduling a specific time that is not displayed here please call DSPS for assistance. Select Next to continue.

The screenshot shows the '5. Select your test time' screen. The navigation menu on the left is identical to the previous screen, with '5. Select your test time' highlighted. The main content area is titled '5. Select your test time' and includes a paragraph: '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 to make alternate arrangements.' Below this is a box titled 'Available dates & times' with a note: 'Note: If none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.' A single option is listed: 'Tuesday August 4 . 10:00 AM to 2:10 PM', which is highlighted with a red box. Below this is a paragraph: 'A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.' At the bottom right are 'Previous', 'Next', and 'Cancel' buttons. The footer contains contact information: 'DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsp@gwccccc.edu'.

STEP 8: This is the Confirm and Complete screen. Please review all the exam details you have entered in the previous screens. Once you have reviewed all the information and made sure that it is accurate, please select the checkbox at the bottom of the screen acknowledging that all the information you provided is correct. Then click the “Finished” button to submit your exam request.

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
Tue Aug 4, 2020 . 10:00 AM to 2:10 PM (4 h and 10 m)

Course information
DSPS G100 43210 001

Class test date / time
Tue Aug 4, 2020 10:00 AM (2 h and 5 m)

* Note: this is not your accommodated writing time

Accommodations required

Extended Time (double time (2.0x))
Noise cancelling headphones

Additional requirements:

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

Previous Finish Cancel

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STEP 9: This is the completed submission screen. You may select one of the links to return to schedule another test or to go back to the Main Menu. **Please note that the same steps will apply for when you need to schedule your final exams.** If you need to make a change to your scheduled testing appointment, please call the DSPS office and we can assist you. Thank you for viewing and learning how to schedule your exams and quizzes utilizing DSPSgo.

Thank you for your submission. Please check your email for confirmation.

Schedule another test

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