

How Students Schedule a Final Exam Using the DS Student Portal.

Students connected with the Office of Disability Services and qualify for testing accommodations can follow the instructions below to schedule their Final Exams. Students will need to follow these instructions for each final exam they wish to schedule with the DS Test Center.

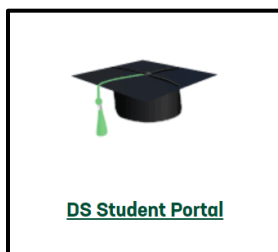
You will need the following:

- Your NinerNET credentials (username and password)
- The name of the course you want to schedule a Final Exam for
- The date, start time, and duration of the in-class Final Exam

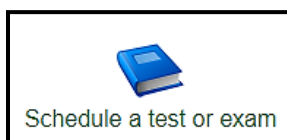
Steps for scheduling your Final Exam via the DS Portal:

The following steps can be used to schedule a Final Exam with the DS Test Center.

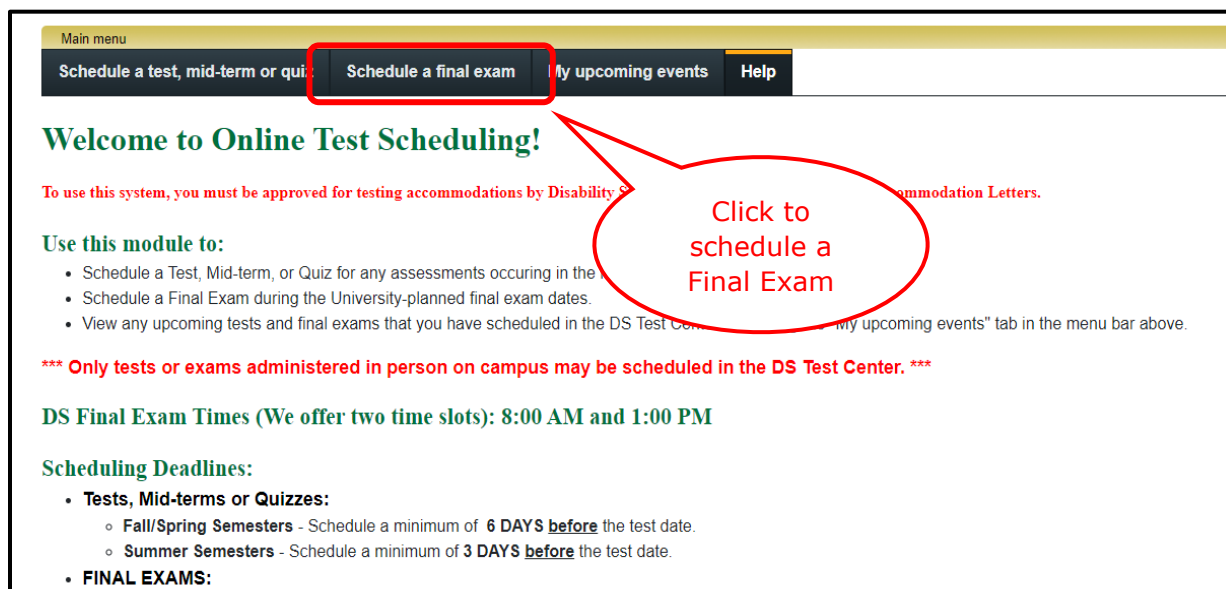
- 1) Go to <https://ds.charlotte.edu/>
- 2) Click the **DS Portal** tab at the top of the page
- 3) Click the "DS Student Portal" icon



- 4) You will be asked to enter your NinerNET username (not email address) and password to log in.
 - a. If you have not recently logged in or are on a new device, you may be asked to use Duo for two-factor authentication. Have your cell phone handy.
- 5) Once logged in, click on "Schedule a test or exam" icon in the middle of the screen.



- 6) Click "**Schedule a final exam**" tab on the black toolbar.

A screenshot of the DS Student Portal website. At the top, there is a black toolbar with four tabs: "Main menu", "Schedule a test, mid-term or quiz", "Schedule a final exam", and "View upcoming events". The "Schedule a final exam" tab is highlighted with a red box. Below the toolbar, the page has a green header "Welcome to Online Test Scheduling!". A red speech bubble points to the "Schedule a final exam" tab with the text "Click to schedule a Final Exam". The main content area contains instructions on how to use the module, including scheduling tests, mid-terms, or quizzes, and scheduling final exams during university-planned dates. It also includes a note about testing accommodations and a section for "DS Final Exam Times" (8:00 AM and 1:00 PM). At the bottom, there are "Scheduling Deadlines" for tests, mid-terms, or quizzes, and a section for "FINAL EXAMS".

- 7) Now on the Welcome Page for Final Exam Scheduling, click prompt 1, "Select course," located on the left side of the page to get started.
- a. Note that the Final Exam scheduling deadline for the current semester will be listed on this page.

- 8) Select the desired course from the dropdown menu. Once you select your course, click "Next."
- a. *Only courses for which you have requested testing accommodations will be listed.*

- 9) Enter the date, start time, and duration of the in-class Final Exam. **Any extended time accommodations will be automatically calculated by the system.** Once all required information is entered, click "Next."
- Common Final Exams are 3 hours.
 - General Final Exams are 2 hours and 30 minutes.

The screenshot shows the '2. Specify Final Exam date and start time' form. On the left is a sidebar with navigation links: 'Welcome', '1. Select course', '2. Specify Final Exam date and start time' (highlighted), '3. Choose accommodations', '4. Final Exam date and time in DS Test Center', and '5. Confirm and complete'. The main content area has a title '2. Specify Final Exam date and start time' and 'Instructions' with three bullet points. Below is a 'Remember:' section with three bullet points. The form fields include: 'Specify a date and time' section with 'Date of class test:' (M/d/yyyy with a calendar icon), 'Time of class test:' (eg. 9:30 am), and 'Class test duration:' (two input fields for hours and minutes). A link 'Select a previously submitted date and time' is below the duration fields. At the bottom right are 'Previous', 'Next' (highlighted with a red box), and 'Cancel' buttons. Red callouts point to specific fields: 'Select start time of the class' points to the time input; 'Select the date of the exam' points to the date input; 'Enter hours' points to the hours duration input; and 'Enter minutes' points to the minutes duration input.

2. Specify Final Exam date and start time

Instructions

- If No exam is listed *OR* the correct date and time aren't listed, click the "Select an alternate date and time" link below, and specify the correct date/time of your Final Exam.
- If your instructor or another student in your class has entered exam information already, it will appear in a radio button below. Select the appropriate date and time, then click next.
- If your Final Exam occurs prior to the Exam Period and the dates are grayed-out, contact the DS Test Center immediately at dstestcenter@charlotte.edu.

Remember:

- General Exams are typically 2 hours and 30 minutes.
- Common Exams are typically 3 hours.
- Consult your instructor and syllabus for your final exam date, start time, and duration.

Specify a date and time

Date of class test:
M/d/yyyy

Time of class test:
eg. 9:30 am

Class test duration:
[] (hours) [] (minutes)

[Select a previously submitted date and time](#)

Previous **Next** Cancel

- 10) Select all the testing accommodations that you would like to use for *this* test reservation. Once you have selected your accommodations, click "Next."

The screenshot shows the '3. Choose accommodations' form. The sidebar on the left is identical to the previous form, with '3. Choose accommodations' highlighted. The main content area has a title '3. Choose accommodations' and a sub-header 'Available accommodations'. Below is a section 'Only accommodations you select will be used for this Final Exam reservation.' with three checkboxes: 'Additional Time (50% extra time for tests and quizzes, including those administered online. Extended time is calculated based on the amount of time allotted for the whole class.)', 'Lower Distraction Environment: A testing environment that reduces auditory and visual distractions is required', and 'Test in DS Optional: Use of the DS Test Center is not required because assistive technology is not utilized. However, if faculty and student prefer that tests be proctored in the DS Test Center during Test Center hours, they must use the DS Portal. Students schedule tests using the DS Student Portal, and faculty approve test requests and enter proctoring requirements using the DS Faculty Portal.' At the bottom right are 'Previous', 'Next' (highlighted with a red box), and 'Cancel' buttons. A red callout points to the 'Next' button.

3. Choose accommodations

Select the accommodation(s) that you need for this Final Exam.

Available accommodations

Only accommodations you select will be used for this Final Exam reservation.

☐ Additional Time (50% extra time for tests and quizzes, including those administered online. Extended time is calculated based on the amount of time allotted for the whole class.)

☐ Lower Distraction Environment: A testing environment that reduces auditory and visual distractions is required

☒ Test in DS Optional: Use of the DS Test Center is not required because assistive technology is not utilized. However, if faculty and student prefer that tests be proctored in the DS Test Center during Test Center hours, they must use the DS Portal. Students schedule tests using the DS Student Portal, and faculty approve test requests and enter proctoring requirements using the DS Faculty Portal.

Previous **Next** Cancel

- 11) On prompt 4, "Final Exam date and time in the DS Test Center," review your Final Exam reservation time. Make note of your test time and click "Next."
- a. If you have extended time accommodations, you will see the calculated time on this screen.

Welcome

1. Select course

2. Specify Final Exam date and start time

3. Choose accommodations

4. Final Exam date and time in DS Test Center

5. Confirm and complete

4. Final Exam date and time in DS Test Center

Available dates & times

- Below is your Final Exam time with any pre-approved extended time included.
- To accommodate the longer times associated with finals, the DS Test Center offers only two exam times: 8 AM and 1 PM.
- Your scheduled time in the DS Test Center may be different from your in-class exam time.

Wednesday May 1 : 8:00 AM to 11:45 AM

Review the time above for your Final Exam and click the "Next" button to continue scheduling your exam.

Previous Next Cancel

- 12) Prompt 5 "Confirm and complete," review your test reservation under the heading "Tentative test information."
- a. The date and time listed under Tentative test date and time when you need to plan to arrive at the DS Test Center for your test.

5. Confirm and complete

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

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

Your tentative test date / time

Wed May 1, 2024 8:00 AM (3 h and 45 m)

Course

21848 CHEM1251 Lecture 003

Class test date / time

Wed May 1, 2024 8:00 AM (2 h and 30 m)

Your reservation time with the DS Test Center

This is when your class will take the test

- 13) After reviewing all information, scroll to the bottom of the page and acknowledge that the information is correct by clicking the checkbox. Then click "Finish" to complete your reservation.

☐

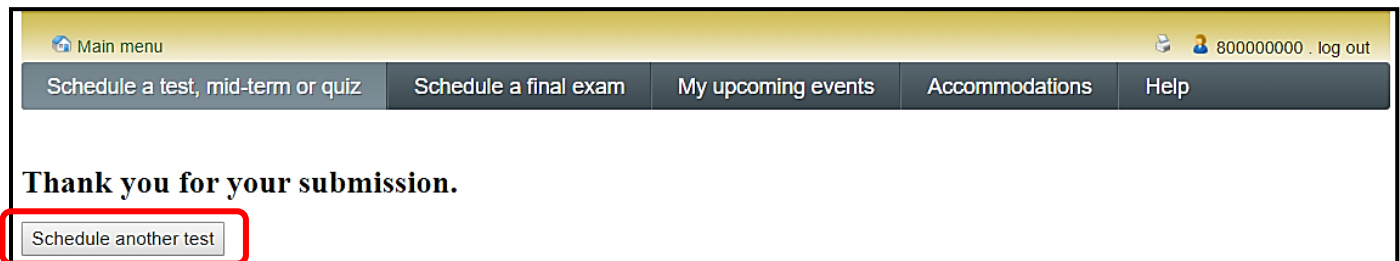
By clicking the **Finish** box, I acknowledge that the information I am submitting is correct to the best of my knowledge, and I confirm that I will abide by the terms of the above **DS Test Center Student Agreement**.

Previous Finish Cancel

14) If the test was scheduled successfully, you will automatically be redirected to a new screen with a thank you notice.

- a. You and your professor will receive a confirmation email, and you can view the reservation under the "My upcoming events" tab in the Portal.

15) To schedule another test, click the "Schedule another test" button.



Questions? Email dstestcenter@charlotte.edu

7/2025