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**Below are instructions for scheduling a test/exam with the Office of Disability Support Services**

**Scheduling a text/exam:**

* Log on to [www.ecu.edu](http://www.ecu.edu), scroll to bottom right corner of homepage and click on Accessibility
* Click on Student Support Services (DSS)
* Under Student Services, click on ATR Form
* Log in using your Pirate ID and Passphrase
* Read stipulations at top of page, must submit request by 4:00pm two days prior to exam
* Enter test date then (Hit Next)
* Enter your phone number, select course, enter start time (as shown 00:00 am/pm) and
	+ Amount of time class receives in minutes; ex. 50 min. or 75 min. (Hit Next)
* Check to make sure correct course is selected and instructor name is accurate (Hit Next)
* Check each item that you are allowed or need to use in the testing session (Hit Next)
* Make sure boxes are checked (Hit Next)
* Review and make sure form is accurate before submitting

**\***Should your instructor require you to register with the North Carolina Proctoring site, you must register with them AND schedule your exam through DSS if you wish to use our office at your testing location

**(Note)**

* Once the request is submitted, DSS staff will email instructors and request they forward the exam to us
* Students are expected to take their exams on the same day and time as the class
	+ Only exceptions to this are a conflict in schedule
* Once a request is submitted, students should inform the DSS office of any changes or cancellations
* On the day of the test, students will come to the DSS Office, Slay 138, not your classroom
* Only materials checked off on the ATR form are allowed in the testing room
* Students will be monitored with cameras for academic integrity purposes
* In the event a student is sick on the day of exam, inform us as well as communicate with your instructor as to when they will allow you to reschedule the exam

Questions regarding testing can be directed to Kristina Page, Testing Coordinator: pagek@ecu.edu or to dssdept@ecu.edu.