# Instructions for Students: How to Accept and View Test Definitions in the AccessODS Portal

## Accommodations Process Recap:

Student notifies instructor of accommodations via AccessODS.

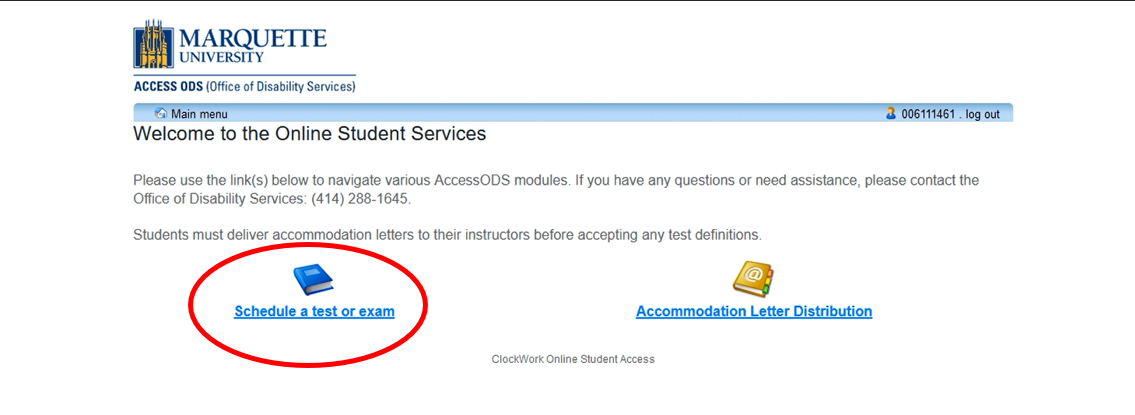
Student talks to instructor about where and when tests will be taken.

If instructors utilize the ODS Test Proctoring Center, then they log in to Access ODS and schedule the test first (must be scheduled 7 calendar days prior to exam).

Once the instructor has scheduled the test, student will follow the process in this packet to accept/confirm the test (must be scheduled 5 calendar days prior to exam).

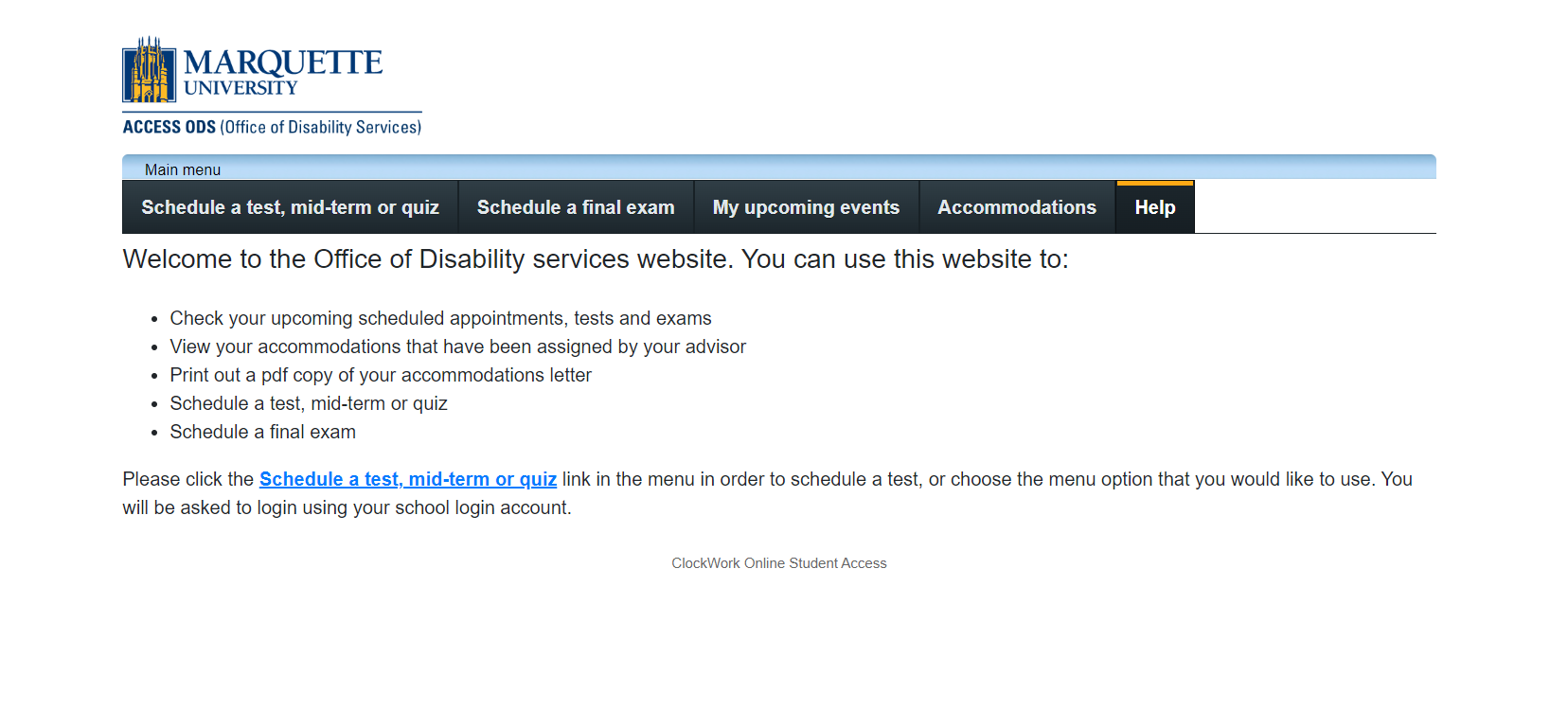
Final Exams have a single day deadline each semester

**Use the chart at the end of this packet for helpful deadlines**.



Click on the “Schedule a test or exam” icon to begin.

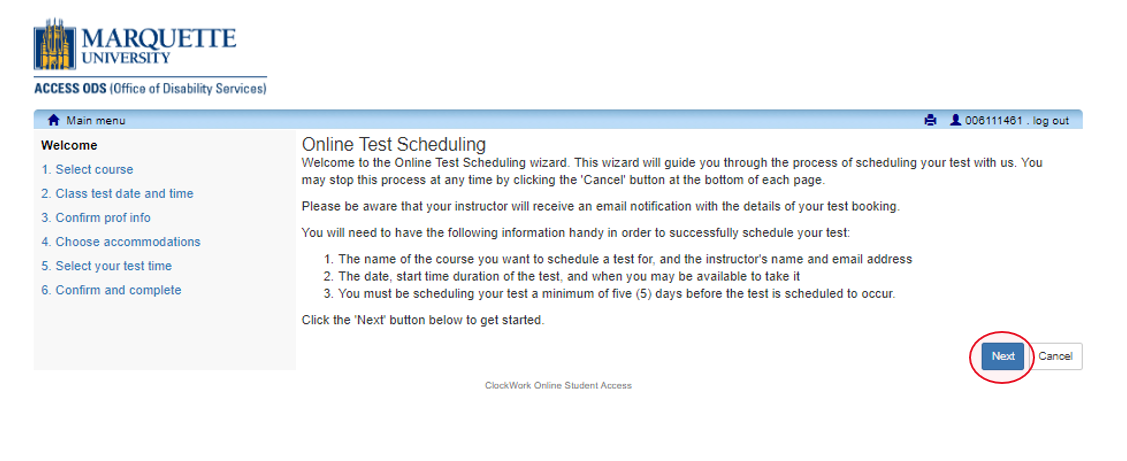
*If you are having problems accepting a test definition, take a screenshot of the page and email us immediately at* [*odstesting@marquette.edu*](mailto:odstesting@marquette.edu)*.*



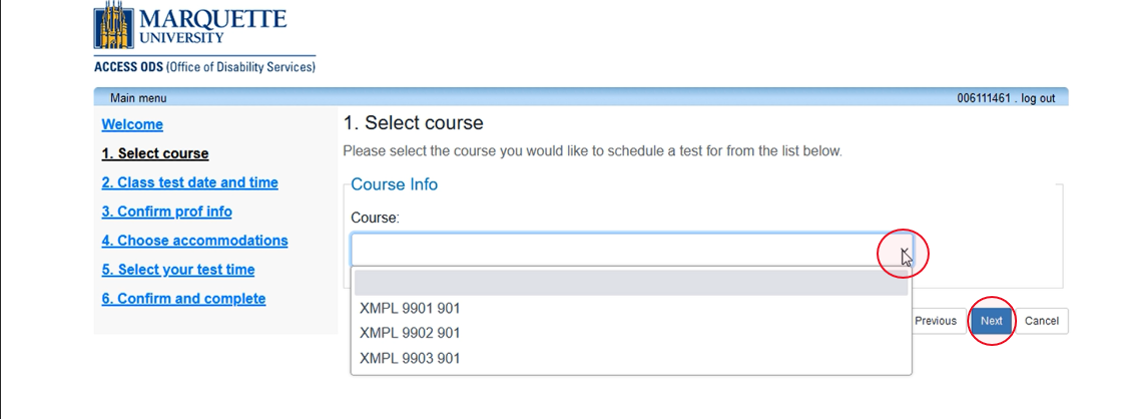
**Schedule a Test, Mid-term, or Quiz:** To accept/confirm any test/mid-term/quiz occurring during the regular academic session, NOT finals week. Deadlines: instructors must schedule exam 7 calendar days prior to exam; students accept/confirm exam 5 days prior (this does not include the day of the exam). NO EXCEPTIONS WILL BE MADE.

**Schedule a Final exam:** To accept/confirm any exams occurring during finals week. NOTE: there is a SINGLE deadline date for instructors to schedule final exams and a single date for students to accept/confirm final exams, no matter the day of the week on which they occur. Check our website and your email for updates.

**My Upcoming Events:** where you can see a list of tests/exams that you have accepted/confirmed and are on the schedule to be taken in the ODS Test Proctoring Center.

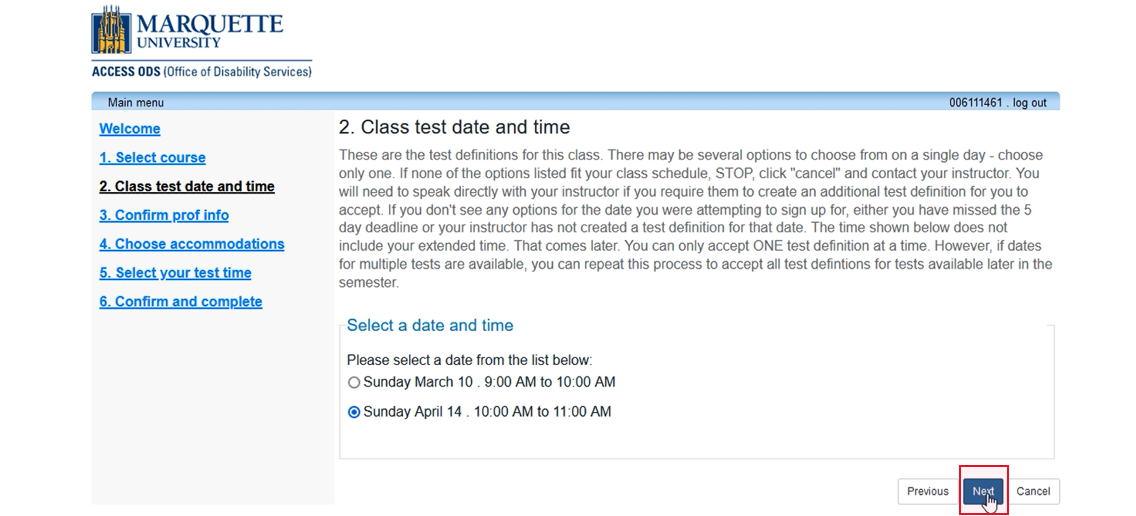


When you are ready to begin, click the **Next** button.



Access your classes here. Use the drop-down list to choose the class for which you want to schedule a test.

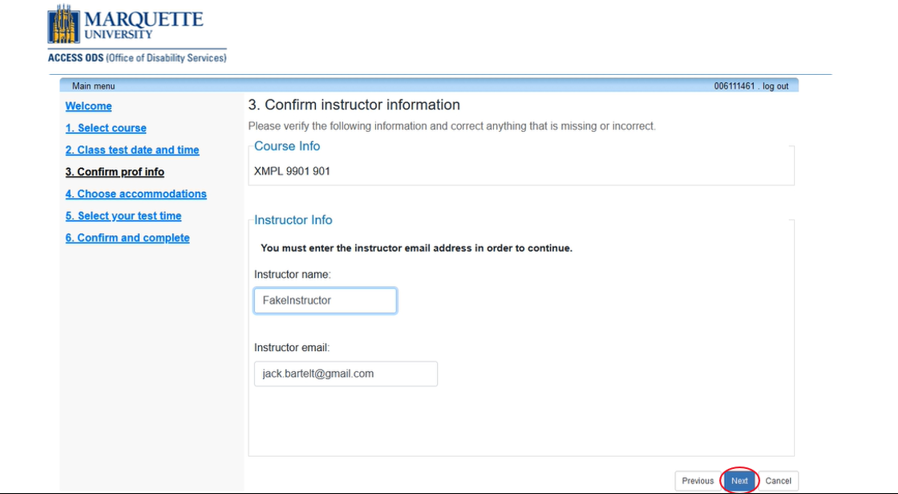
Click the **Next** button.



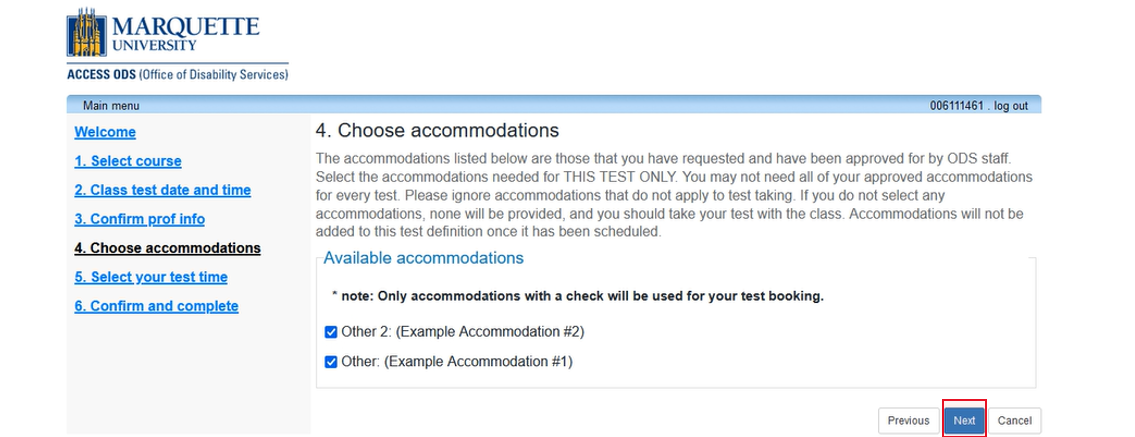
These are the test definitions that the instructor has created for this class.

* If none of the options listed above fit your class schedule, click “cancel” and contact your instructor. You will need to speak directly with your instructor for additional test definitions. Our office does not create test definitions. Contact your instructor.
* If there are no test options listed, either your instructor has not created a test definition (call your instructor), or you missed the 5-day deadline (check the calendar on the last page).
* You can only accept ONE test definition at a time. However, if dates for multiple tests are available, you can repeat this process to accept all test definitions for tests later in the semester.

The time above DOES NOT include your extended time, that is calculated later.

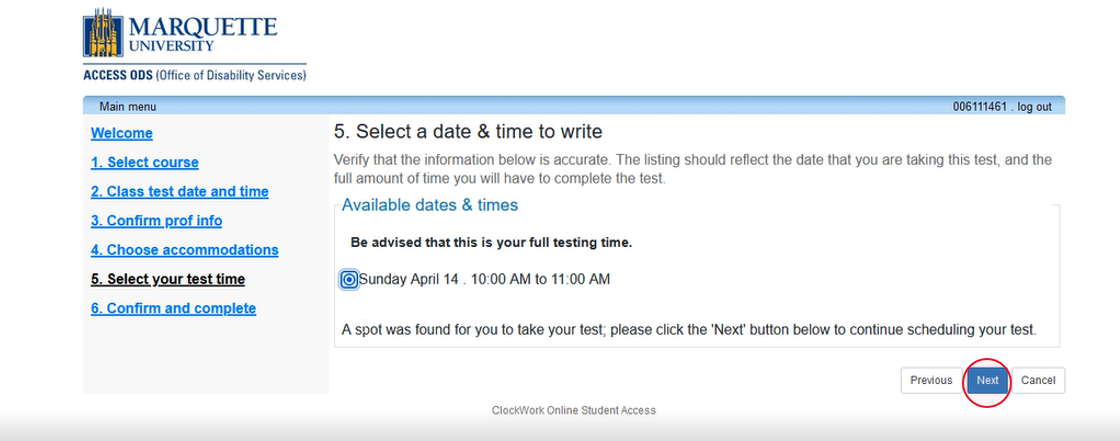


This information auto-populates. Click **Next**.



Select the accommodations needed for **THIS TEST ONLY**. You may not need all your approved accommodations for every test.

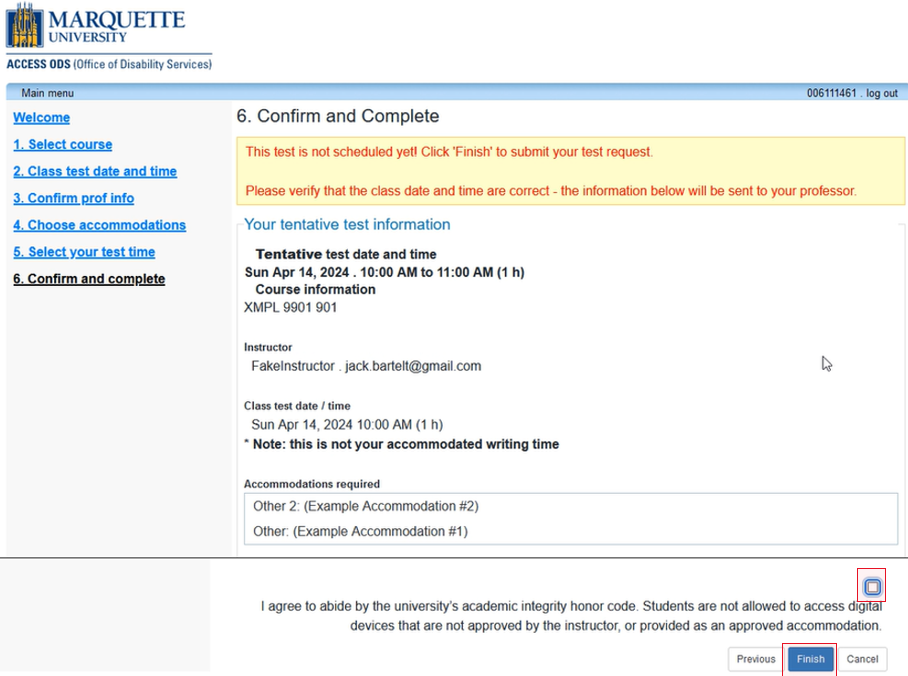
**Please ignore accommodations that do not apply to test taking (consideration for missed classes, flexible deadlines, Glean, housing, etc.).**



This page reflects the date and time you have selected **AND** includes your extended time.

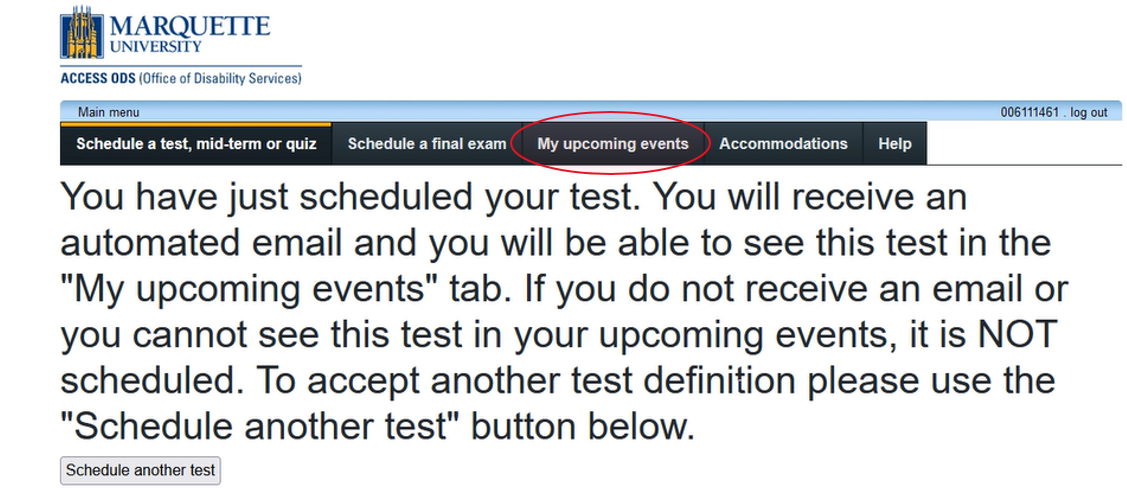
If you receive an error message on this step, it is because the test you are trying to schedule **conflicts with another class** once your extended time is added **OR** it **extends outside of our office hours of 8:00-4:30**. Keep in mind, our test scheduling system uses your class schedule as listed in Checkmarq; we are not made aware of any single class cancellations or temporary schedule changes.

Either choose a different available date/time for this test or contact your instructor if there are no available options which fit your schedule. Our office cannot create test definitions for you.





Verify all information and put it in your calendar. Check the box to acknowledge the information is correct and click **Finish** to confirm and schedule this test.



* You have just scheduled your test. You should receive an automated email, and you will be able to see this test in the **“My upcoming events”** tab.
* If you don’t get the email or cannot see it in **“My upcoming events”**, it is **NOT** scheduled, and ODS will not proctor the test.
* If you need to schedule additional tests, click the ‘Schedule a test, mid-term or quiz’ button above.
* You will receive a reminder email one business day before your scheduled exam.

If you have any questions or concerns, or have issues with scheduling a test, **contact our office** **immediately:**[odstesting@marquette.edu](mailto:odstesting@marquette.edu). If you do not contact our office when you have a concern and you miss the 5-day deadline, we cannot assist you.

## Test Proctoring Scheduling Assistance Chart

1. To schedule Test Proctoring services through ODS:
   1. Instructors must create the test definitions **at** **least 7 calendar days prior** to the actual test date.
   2. Students must accept and confirm the test definitions **at least 5 calendar days prior** to the actual test date.

|  |  |  |
| --- | --- | --- |
| If the test is on a: | INSTRUCTORS must create test definitions by 11:59pm: | STUDENTS must accept test definitions by 11:59pm: |
| Monday | **Monday** of the week before | **Wednesday** of the week before |
| Tuesday | **Tuesday** of the week before | **Thursday** of the week before |
| Wednesday | **Wednesday** of the week before | **Friday** of the week before |
| Thursday | **Thursday** of the week before | **Saturday** of the week before |
| Friday | **Friday** of the week before | **Sunday** of the week before |

Use this chart to assist you in meeting your deadline