How to Submit an Exam Request

Before submitting an Exam Request, make sure you have already submitted your Accommodation Request.

Please note: All exam requests must be submitted by 4:30pm at least 5 business days before the date of your exam.

Step 1:

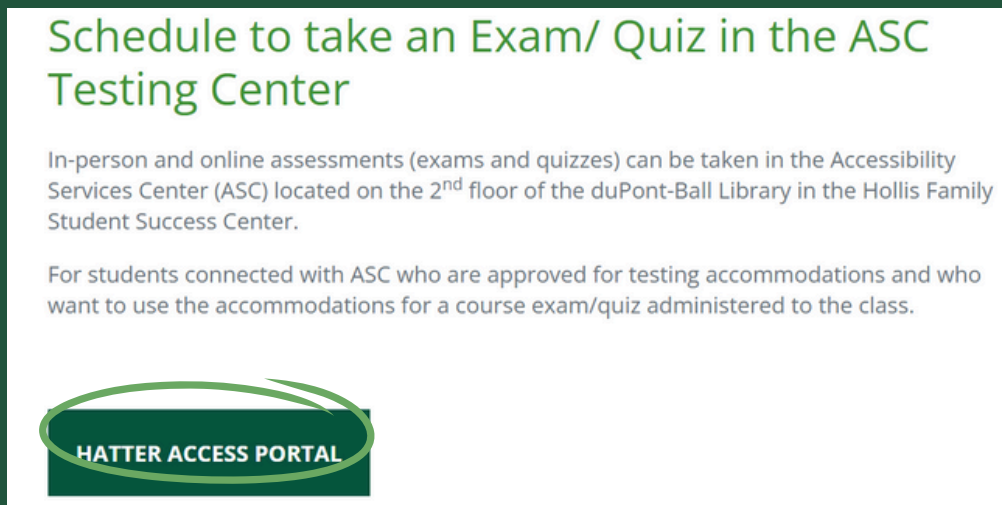On the Schedule Exam Page , click the green Hatter Access Portal button (Figure 1)

Schedule to take an Exam/ Quiz in the ASC Testing Center

In-person and online assessments (exams and quizzes) can be taken in the Accessibility Services Center (ASC) located on the 2nd floor of the duPont-Ball Library in the Hollis Family Student Success Center.

For students connected with ASC who are approved for testing accommodations and who want to use the accommodations for a course exam/quiz administered to the class.

HATTER ACCESS PORTAL

Figure 1: Screenshot of Schedule Exam page with a green circle around the Hatter Access Portal button.

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Step 2:

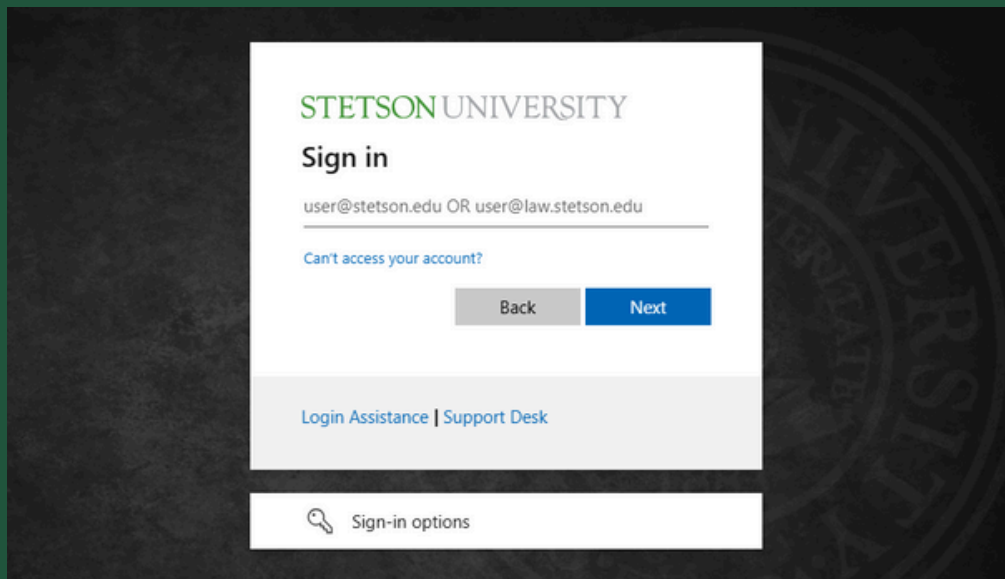Sign into Hatter Access using your SSO for Stetson and password (Figure 2

Figure 2: Hatter Access Portal Login page screenshot.

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Step 3:

Navigate to the menu on the left with the heading "Accommodations" and select Alternative Testing as shown in (Figure 3)

Figure 3: My Dashboard Overview screenshot with a green arrow pointing towards the 'Alternative Testing' tab and a green circle around the 'Alternative testing' Tab

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Step 4:

First, select which course you would like to schedule your exam for, and then select "Schedule Exam" (Figure 4)

Figure 4: Schedule an Exam screenshot with a green arrow pointing towards the 'Select Course drop down box and green circle around 'Schedule an Exam'

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Step 5:

Please fill out the required information in this section labeled "Exam Request". Be sure to click "Add Exam Request" found at the bottom of the page to submit. (Figure 5)

EXAM REQUEST

Available Exam Dates * :

Select One ⌄

Date * :

Hint: Please review: **Exam Scheduling Availability**.

mm/dd/yyyy 🗓

Time * :

Select ⌄   Select ⌄

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of **1** selections.

☐ 100% Add Time for Exam/Quiz   ☐ Breaks During Exams/Quizzes

Total Exam Length:

0 Minutes

Exam Ends At:

Not Available

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST >

Figure 5: Exam Detail screenshot. Required fields are: Available Exam Dates, Date, Time, Services Requested (As Applicable). Additional Note is also pictured but is not a required field. There is a green arrow pointing at 'Services Requested' and a green circle around 'Add Exam Request'.

Be sure to select the correct date and time according to your class syllabus.

*Important note: You must receive approval from your professor if you request to take your exam at an alternate date or time than what is started on the class syllabus.

Under the heading 'Services Requested' be sure to select which testing accommodations you wish to use for this specific exam. If you have any specific requests or questions, you may enter this information in the 'Additional Note' box. For example, if you are requesting to take the exam on a different date or time than the class, you can enter that information here.

Remember, requesting an alternative date or time must first be approved by your professor. you are responsible for initiating this conversation with your professor. To submit, select "Schedule Exam"