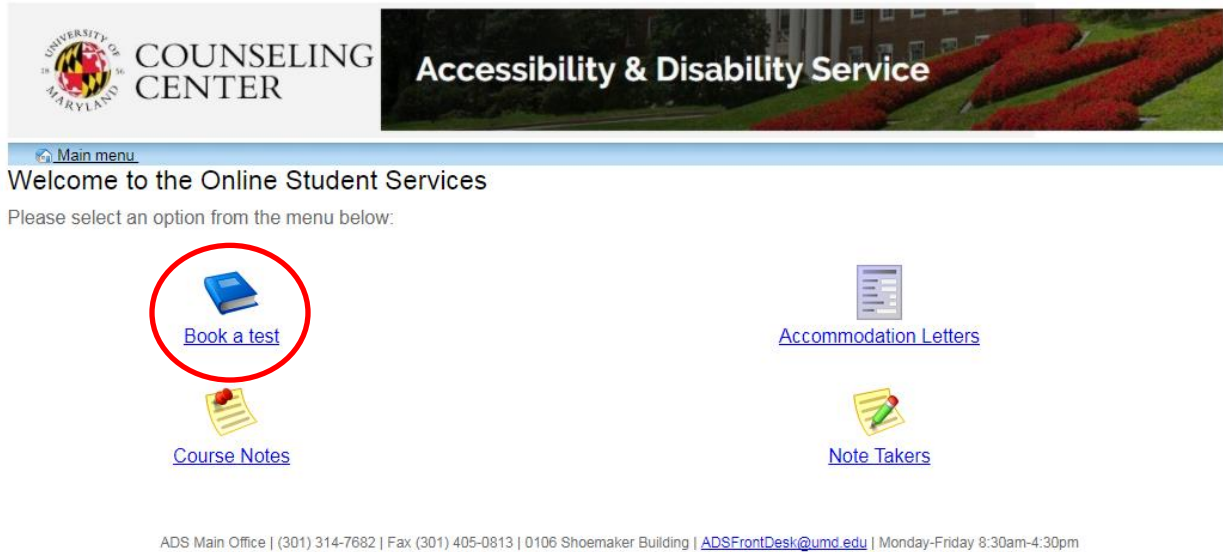


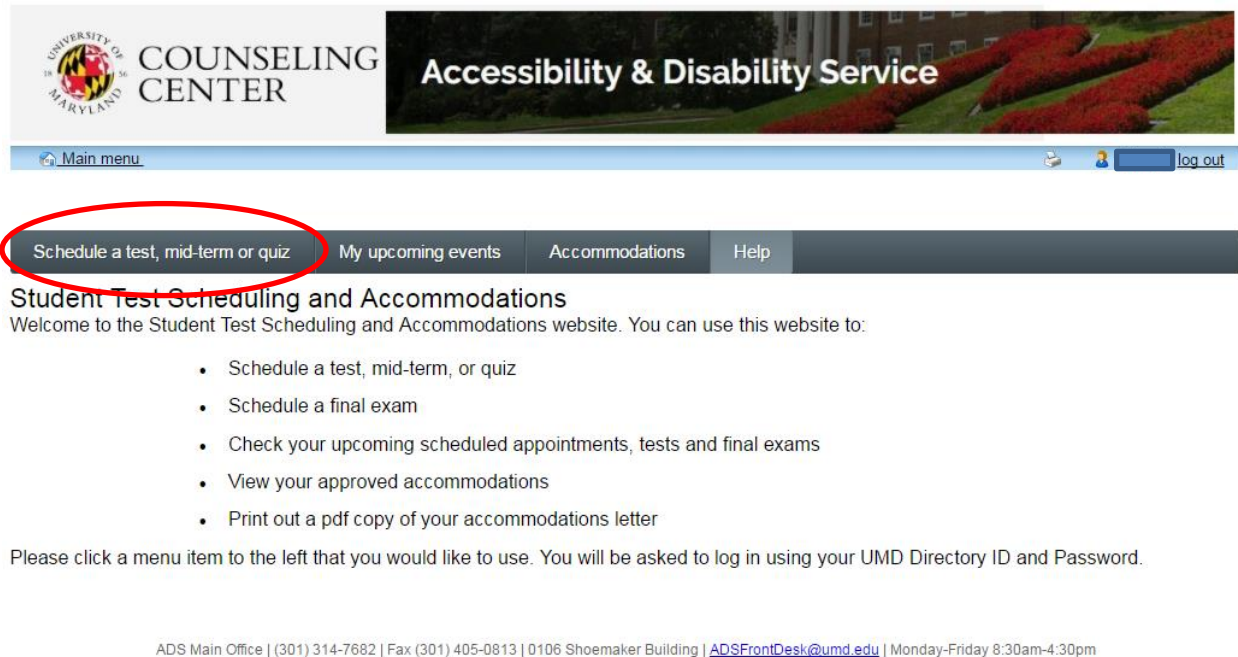
How to Reserve Your Seat within the ADS Testing Office

1. Select "Book a Test" from the Online Portal main menu



The screenshot shows the top of the website with the University of Maryland Counseling Center logo and the title "Accessibility & Disability Service". Below the header is a blue bar with a "Main menu" link. The main content area says "Welcome to the Online Student Services" and "Please select an option from the menu below:". There are four icons with links: "Book a test" (circled in red), "Accommodation Letters", "Course Notes", and "Note Takers". At the bottom, contact information is provided: "ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm".

2. Select "Schedule a test, mid-term or quiz" from the menu on the top left



The screenshot shows the "Student Test Scheduling and Accommodations" website. The top header is identical to the previous screenshot. Below the header is a dark grey navigation bar with four items: "Schedule a test, mid-term or quiz" (circled in red), "My upcoming events", "Accommodations", and "Help". The main content area says "Student Test Scheduling and Accommodations" and "Welcome to the Student Test Scheduling and Accommodations website. You can use this website to:". A bulleted list follows: "Schedule a test, mid-term, or quiz", "Schedule a final exam", "Check your upcoming scheduled appointments, tests and final exams", "View your approved accommodations", and "Print out a pdf copy of your accommodations letter". Below the list, it says "Please click a menu item to the left that you would like to use. You will be asked to log in using your UMD Directory ID and Password." At the bottom, contact information is provided: "ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm".

3. A new page will display, welcoming you to the Online Test Scheduling Feature. Select “Next” to begin your reservation.

The screenshot shows the 'Welcome' page of the Online Test Scheduling wizard. The header includes the University of Maryland Counseling Center logo and the 'Accessibility & Disability Service' banner. A navigation menu on the left lists six steps: 1. Select course, 2. Class test date and time, 3. Confirm prof info, 4. Choose accommodations, 5. Select your test time, and 6. Confirm and complete. The main content area contains a 'Welcome to the Online Test Scheduling wizard.' message, followed by instructions and a list of required information for scheduling a test. At the bottom right, a blue 'Next' button is circled in red, next to a 'Cancel' button. The footer contains contact information for the ADS Main Office.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

log out

Online Test Scheduling

Welcome to the Online Test Scheduling wizard.

This wizard will guide you through the process of scheduling your test with us. You may quit this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your scheduled test including your requested start time and will need to approve it.

You will need to have the following information to successfully schedule your test:

1. The name of the course you want to schedule a test for.
Be sure you are booking in the correct portion of the course (Lecture vs. Discussion)
2. The scheduled class date, start time and duration of the test in the classroom
3. You **MUST** schedule your test with us a **minimum of 1 full week** before your requested reservation date to avoid being locked out of the system.
** The 1 week deadline applies to Fall & Spring Semesters. Email the ADS Testing Office for assistance in booking for Winter & Summer courses.*
4. If you receive an error message OR you do not receive a **confirmation email within 5 minutes** of creating your exam reservation, you **MUST** email adstest@umd.edu right away to report difficulties booking.
** If you do not email us immediately we will be unable to assist once you have missed the deadline.*

Click the 'Next' button below to get started.

ADS Testing Office
adstest@umd.edu
301-314-7217

Next Cancel

ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm | www.counseling.umd.edu

4. Select your course from the drop-down menu

The screenshot shows the '1. Select course' step of the wizard. The header and navigation menu are the same as in the previous screenshot. The main content area prompts the user to 'Please select the course you would like to schedule a test for from the list below.' A 'Course Info' section contains a dropdown menu labeled 'Course:' with a list of course options: CHEM 131 Discussion/Recitation 0131, CHEM 131 Lecture 0131, PSYC 302 Lecture 0101, PSYC 433 Laboratory 0102, PSYC 433 Lecture 0102, MATH 274 Lecture 0101, BSCI 202 Laboratory 0110, and BSCI 202 Lecture 0110. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons. The footer contains contact information for the ADS Main Office.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

log out

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

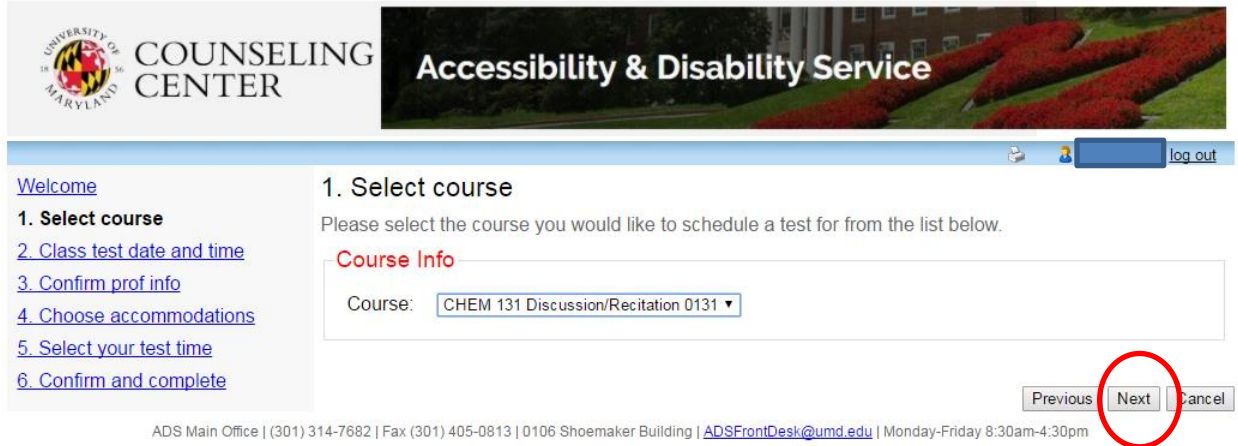
Course:

- CHEM 131 Discussion/Recitation 0131
- CHEM 131 Lecture 0131
- PSYC 302 Lecture 0101
- PSYC 433 Laboratory 0102
- PSYC 433 Lecture 0102
- MATH 274 Lecture 0101
- BSCI 202 Laboratory 0110
- BSCI 202 Lecture 0110

Previous Next Cancel

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5. Once your class is selected, click next to continue.



UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Welcome

1. **Select course**

Please select the course you would like to schedule a test for from the list below.

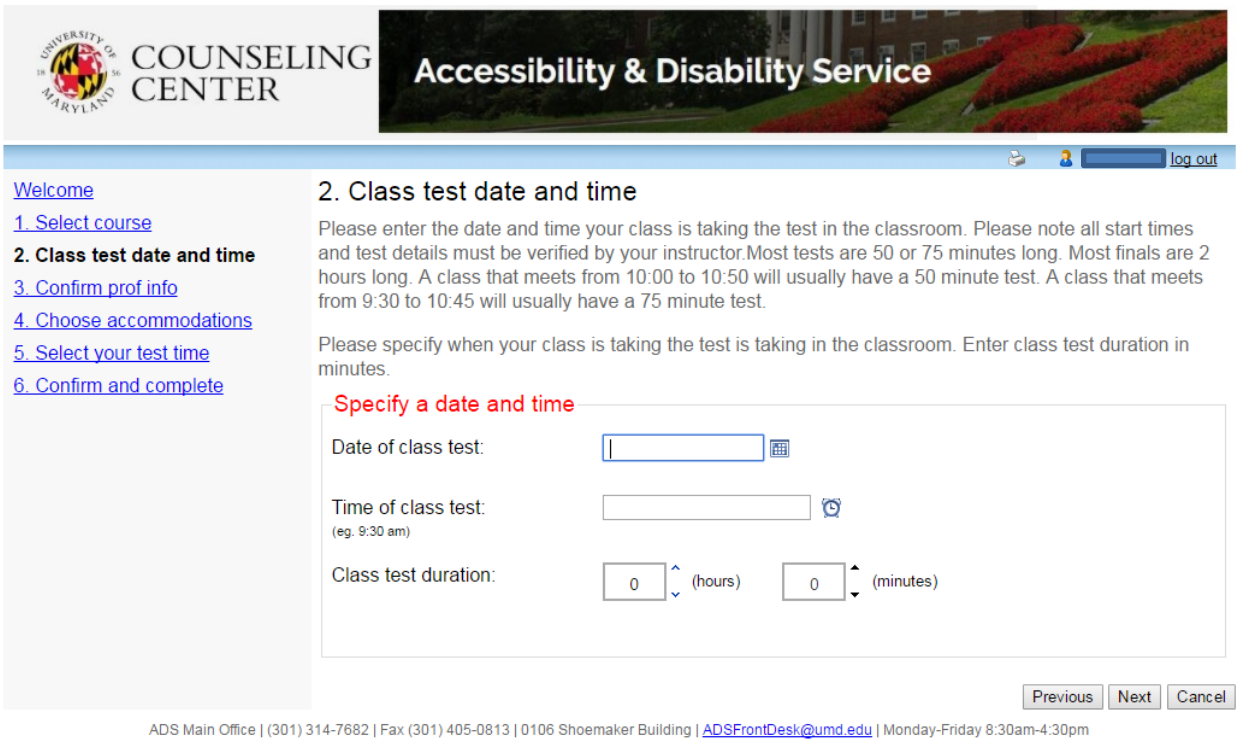
Course Info

Course: CHEM 131 Discussion/Recitation 0131

Previous **Next** Cancel

ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm

6. Please specify the date and time your class is taking the text/quiz or exam within the classroom.
- This information can either be typed in, or selected from the interactive icons.
 - Be aware the minute entry goes to a maximum of 59 minutes. You will need to break down longer exams to use both the hour and minute entry.
 - Students should be testing at the same time as their classmates, unless there is a schedule conflict.
 - Students must obtain written permission from their professor/TA to alter the start time of their exam.



UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Welcome

1. [Select course](#)

2. **Class test date and time**

3. [Confirm prof info](#)

4. [Choose accommodations](#)

5. [Select your test time](#)

6. [Confirm and complete](#)

2. **Class test date and time**

Please enter the date and time your class is taking the test in the classroom. Please note all start times and test details must be verified by your instructor. Most tests are 50 or 75 minutes long. Most finals are 2 hours long. A class that meets from 10:00 to 10:50 will usually have a 50 minute test. A class that meets from 9:30 to 10:45 will usually have a 75 minute test.

Please specify when your class is taking the test is taking in the classroom. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test: (eg. 9:30 am)

Class test duration: (hours) (minutes)

Previous Next Cancel

ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm

7. Once completed, select "Next" to continue.

UNIVERSITY OF MARYLAND COUNSELING CENTER **Accessibility & Disability Service**

Welcome [log out](#)

[1. Select course](#)
2. Class test date and time
[3. Confirm prof info](#)
[4. Choose accommodations](#)
[5. Select your test time](#)
[6. Confirm and complete](#)

2. Class test date and time

Please enter the date and time your class is taking the test in the classroom. Please note all start times and test details must be verified by your instructor. Most tests are 50 or 75 minutes long. Most finals are 2 hours long. A class that meets from 10:00 to 10:50 will usually have a 50 minute test. A class that meets from 9:30 to 10:45 will usually have a 75 minute test.

Please specify when your class is taking the test is taking in the classroom. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test:
(eg. 9:30 am)


Class test duration: (hours) (minutes)

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

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8. Please confirm your professor/TA's contact information

- a. This information will pre-populate from the Registrar. Please verify the individual(s) listed below is the correct point-of-contact for your exam. If it is not correct, or you do not recognize the name, please update the information.



UNIVERSITY OF MARYLAND COUNSELING CENTER

Accessibility & Disability Service

Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- 3. Confirm prof info**
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- [6. Confirm and complete](#)

3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

Course Info

CHEM 131 Discussion/Recitation 0131

Instructor Info

You must enter the instructor email address in order to continue.

Instructor name: (last name, first initial)

Instructor email:

Alternate contact name:


Alternate contact email:

Alternate contact phone:
If your instructor has indicated that there is an additional contact, please enter it here.

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

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9. Once verified, select "Next" to continue.



UNIVERSITY OF MARYLAND COUNSELING CENTER

Accessibility & Disability Service

Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- 3. Confirm prof info**
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- [6. Confirm and complete](#)

3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

Course Info

CHEM 131 Discussion/Recitation 0131

Instructor Info

You must enter the instructor email address in order to continue.

Instructor name: (last name, first initial)

Instructor email:

Alternate contact name:

Alternate contact email:

Alternate contact phone:
If your instructor has indicated that there is an additional contact, please enter it here.

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

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10. Select the accommodations needed for this specific exam reservation.

- More than one accommodation can be selected.
- Ensure you have ONLY selected the accommodations needed for this individual testing session.

UNIVERSITY OF MARYLAND COUNSELING CENTER **Accessibility & Disability Service**

Welcome

1. [Select course](#)

2. [Class test date and time](#)

3. [Confirm prof info](#)

4. Choose accommodations

5. [Select your test time](#)

6. [Confirm and complete](#)

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counselor. Please check **ONLY** the accommodation(s) that you need for THIS test.

Available accommodations

*** note: Only accommodations with a check will be used for your test booking.**

- Extended exam/quiz time (1.5)
 - This accommodation will be provided with the ADS Testing Office (0118 Shoemaker Bldg, x47217) or an ADS assigned location unless other arrangements are made between the instructor and student.
 - Students taking online exams and quizzes should not be required to be proctored at the ADS or other locations on campus when students are not proctored in the classroom.
 - Students taking timed quizzes and in-class writing assignments might require extended time; please establish an implementation plan when requested.

Previous Next Cancel

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11. Once selected, click “Next” to continue.

UNIVERSITY OF MARYLAND COUNSELING CENTER **Accessibility & Disability Service**

Welcome

1. [Select course](#)

2. [Class test date and time](#)

3. [Confirm prof info](#)

4. Choose accommodations

5. [Select your test time](#)

6. [Confirm and complete](#)

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counselor. Please check **ONLY** the accommodation(s) that you need for THIS test.

Available accommodations

*** note: Only accommodations with a check will be used for your test booking.**

- Extended exam/quiz time (1.5)
 - This accommodation will be provided with the ADS Testing Office (0118 Shoemaker Bldg, x47217) or an ADS assigned location unless other arrangements are made between the instructor and student.
 - Students taking online exams and quizzes should not be required to be proctored at the ADS or other locations on campus when students are not proctored in the classroom.
 - Students taking timed quizzes and in-class writing assignments might require extended time; please establish an implementation plan when requested.

Previous **Next** Cancel

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12. Please confirm your testing reservation window.

- a. Students should always start their exam at the same time as their class, **UNLESS** there is a time conflict.
- b. Multiple options are listed only for those with a time conflict.
- c. If testing at a different time than your class, students must provide written permission to ADS Testing staff.
- d. Please contact the ADS Testing staff directly to discuss questions and concerns.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Main menu log out

[Welcome](#)

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- 5. Select your test time**
- [6. Confirm and complete](#)

5. Select a date & time to write

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 please contact your professor to find a mutually agreeable time. Then, contact ADS Testing at adstest@umd.edu to manually schedule your test. You will be required to show documentation that your professor agrees to this alternate test time before we can manually schedule your test and the test reservation must be made at least 1 week in advance.

Available dates & times

Important: If you select a start time different from the class start time you must have the permission of your professor. If you have a break accommodation, please try to avoid scheduling your exam to end at our closing time if possible. DO NOT choose a time that overlaps another course. If you do, the absence will be UNEXCUSED. Testing hours are 9am-4pm during the regular semester.

- Wednesday July 5 . 9:00 AM to 12:00 PM
- Wednesday July 5 . 9:15 AM to 12:15 PM
- Wednesday July 5 . 9:30 AM to 12:30 PM
- Wednesday July 5 . 9:45 AM to 12:45 PM
- Wednesday July 5 . 10:00 AM to 1:00 PM

A seat was found for you to take your test, please click the 'Next' button below to continue scheduling your test.

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

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13. Once selected, click “Next” to continue.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Main menu log out

[Welcome](#)

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- 5. Select your test time**
- [6. Confirm and complete](#)

5. Select a date & time to write

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 please contact your professor to find a mutually agreeable time. Then, contact ADS Testing at adstest@umd.edu to manually schedule your test. You will be required to show documentation that your professor agrees to this alternate test time before we can manually schedule your test and the test reservation must be made at least 1 week in advance.

Available dates & times

Important: If you select a start time different from the class start time you must have the permission of your professor. If you have a break accommodation, please try to avoid scheduling your exam to end at our closing time if possible. DO NOT choose a time that overlaps another course. If you do, the absence will be UNEXCUSED. Testing hours are 9am-4pm during the regular semester.

- Wednesday July 5 . 9:00 AM to 12:00 PM
- Wednesday July 5 . 9:15 AM to 12:15 PM
- Wednesday July 5 . 9:30 AM to 12:30 PM
- Wednesday July 5 . 9:45 AM to 12:45 PM
- Wednesday July 5 . 10:00 AM to 1:00 PM

A seat was found for you to take your test, please click the 'Next' button below to continue scheduling your test.

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

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14. Review reservation information for accuracy.

- a. Your reservation information is listed in bold.



Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- 6. Confirm and complete**

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
 Thu Jul 6, 2017 . 2:00 PM to 3:55 PM (1 h and 55 m)
Course information
 CHEM 131 Discussion/Recitation 0131

Instructor
 Example Chem Professor Name . Example Chem Professor Email@umd.edu

Class test date / time
 Thu Jul 6, 2017 2:00 PM (1 h and 15 m)
 * **Note: this is not your accommodated writing time**

Accommodations required

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

Previous Finish Cancel

15. Select "Previous" to correct any information (if necessary).



Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- 6. Confirm and complete**

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
 Thu Jul 6, 2017 . 2:00 PM to 3:55 PM (1 h and 55 m)
Course information
 CHEM 131 Discussion/Recitation 0131

Instructor
 Example Chem Professor Name . Example Chem Professor Email@umd.edu

Class test date / time
 Thu Jul 6, 2017 2:00 PM (1 h and 15 m)
 * **Note: this is not your accommodated writing time**


Accommodations required

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


Previous Finish Cancel

16. Complete your testing reservation

- a. Select the check-box, acknowledging your reservation information is correct.
- b. Select the "Finish" button to complete your reservation



COUNSELING CENTER



Accessibility & Disability Service

[log out](#)

[Welcome](#)

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- 6. Confirm and complete**

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
Thu Jul 6, 2017 . 2:00 PM to 3:55 PM (1 h and 55 m)

Course information
CHEM 131 Discussion/Recitation 0131

Instructor
Example Chem Professor Name . Example Chem Professor Email@umd.edu

Class test date / time
Thu Jul 6, 2017 2:00 PM (1 h and 15 m)

*** Note: this is not your accommodated writing time**

Accommodations required
Extended exam/quiz time (1.5)

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

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