Online Test Booking Wizard

There are six steps to request an exam accommodation.

**Please note** Your Final Exam requests must be submitted 14 days before Finals Week starts. Finals are scheduled the same as any other exam. Please note that Final exam start times may be different than your regularly scheduled class time and are usually 110 minutes regardless of class length.

Click on “Schedule a test, midterm or quiz” to access the Online Text Booking wizard.

Then you'll see:

Click Next
Step 1. **Select your course.** The courses you are enrolled in and have services for will show up in the drop down menu.

Click **Next**

Step 2. **Class test date and time.** This is the actual date and time of the test or exam indicated on the course syllabus, not your DSPS arrival time. Exam requests for regular exams, quizzes or tests must be submitted 7 days prior; final exams require 14 days advance notice. Direct any questions to Clay Littrell, DSPS Exam Coordinator at clittrell@miracosta.edu
You should select your date from the calendar date picker (see calendar icon). If you type in the date, please note you must type in the date as follows: 2013-05-15 (May 15, 2013).

**Specify a date and time**

Date of class test: 2013-05-15

You may type in the time, but you should use the Time Picker (see clock icon) or type in your time. Please note Clockwork uses military time so 3:00pm needs to be typed in as 15:00.

Click Next

**Step 3. Confirm professor information.** Clockwork will add your instructor name and email. If there is a mistake you may correct it, otherwise click ‘Next’.
Step 4. Choose Accommodations  Only your approved exam accommodations will show up here. Please only select ‘Check all’ if all accommodations are applicable and needed for this exam. Or, you may individually select the ones you wish to use for this particular exam.

Click Next

Step 5. Additional Requirements  (Please note there are two step fives).

Enter your DSPS arrival time. This is where you will indicate the actual time you would like to take the exam. Please be aware that your instructor and the DSPS Exam Coordinator may not be able to accommodate your request. The DSPS Exam Coordinator will confirm by email at a later date if there is a problem with your requested time.

Click Next
Step 5. Select your test time. This screen will be auto-selected. It will only indicate if there are any known conflicts. Go ahead and click next.

Step 6. Confirm and complete. Check the acknowledgement and click 'Finish'. The DSPS Exam Coordinator will confirm with you when the accommodated test, quiz or exam has been officially scheduled.