

# How To: Use the DAS Student Portal to Schedule Exam Appointments in Testing Center and/or DAS Office

Students who plan to use the Testing Center and/or DAS Office as part of their exam accommodation plan must first discuss plans with instructors and then schedule exam appointments through the [DAS Student Portal](#).

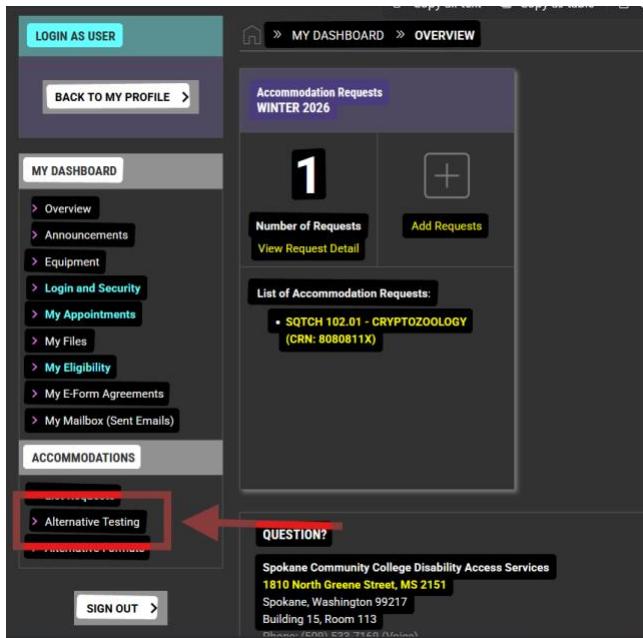
## Important Notes Before Scheduling Exams

**Discuss Plans with Instructor:** Before you can use Testing Center Services, you must discuss testing plans with your instructor. Your instructor must then enter exam details into the DAS Instructor Portal. Once your instructor has entered exam details into the DAS Instructor Portal, you can complete the process below.

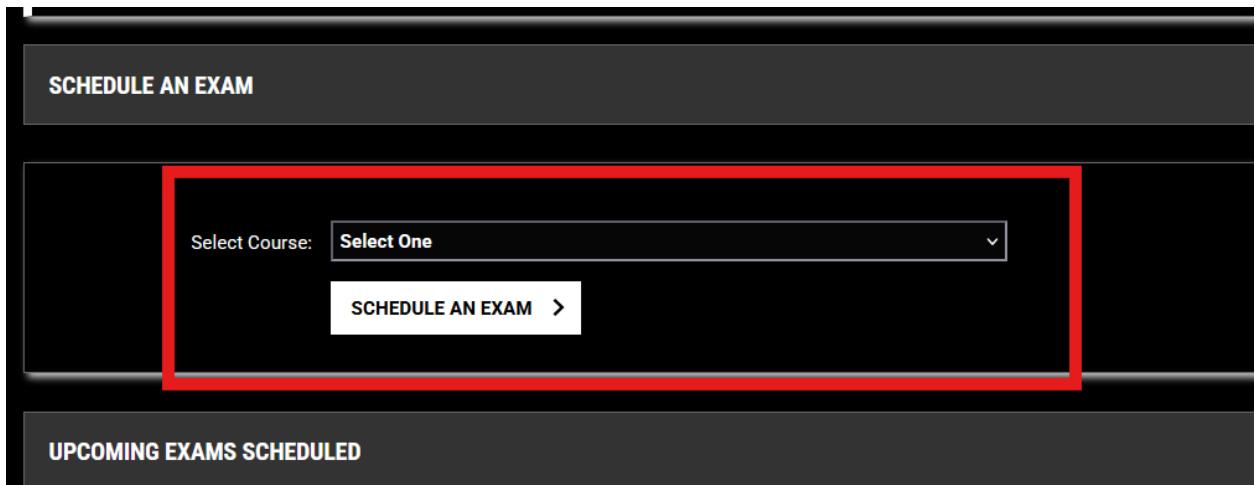
**Checking for Exam Request Updates:** All exam request updates will only be sent to your SCC Bigfoot email address. Monitor your Bigfoot email account or DAS Student Portal Mailbox for updates.

## Student Exam Appointment Request Step-by-Step Guide

- 1. Log In:** Access the [DAS Student Portal](#) using your [Bigfoot email address](#) as your username.
- 2. Navigate:** From your dashboard, select "**Alternative Testing**" from the left-hand menu under Accommodations.



3. **Review Policies:** Ensure that you have read and understand the Exam Scheduling Request Responsibility, Minimum Scheduling Deadlines, Scheduling Deadlines, Late Requests, Exam Appointment Responsibilities, and Academic Integrity policies.
4. **Select Course & Exam:** Choose the relevant course from the 'Select Course' dropdown menu, then select "**Schedule An Exam**".\*



The screenshot shows a user interface for scheduling an exam. At the top, a dark bar contains the text 'SCHEDULE AN EXAM'. Below this, a main content area has a red box highlighting a dropdown menu labeled 'Select Course: Select One'. Below the dropdown is a button labeled 'SCHEDULE AN EXAM >'. At the bottom of the page, another dark bar contains the text 'UPCOMING EXAMS SCHEDULED'.

\*If your instructor has not completed their part of the process, you will receive “Error code 3: Add Exam Is Not Available. No Exam Dates.” Contact your instructor and let them know they need to add exam information to the DAS Instructor Portal.

5. **Enter Exam Request Details:**

- Select the exam from the dropdown menu of 'Available Exam Dates'
- Enter the date and select the time of the exam from the dropdown menu. Your selected date and exam start time should align with the parameters specified by your instructor.
- Check the boxes for the accommodations you plan to use on the exam (e.g. extended time, distraction-reduced testing environment, etc.).
- Add any necessary notes to the 'Additional Notes' field (like class scheduling conflicts, etc.).

Time \*:

Select ▾

Select ▾

Services Requested (As Applicable)\*:

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

- Distraction-Reduced Testing Environment
- Extra time on exams/ quizzes 1.50x
- Mini-breaks during exam/ quizzes
- Reader for exams and quizzes
- Testing in a private room

Total Exam Length:

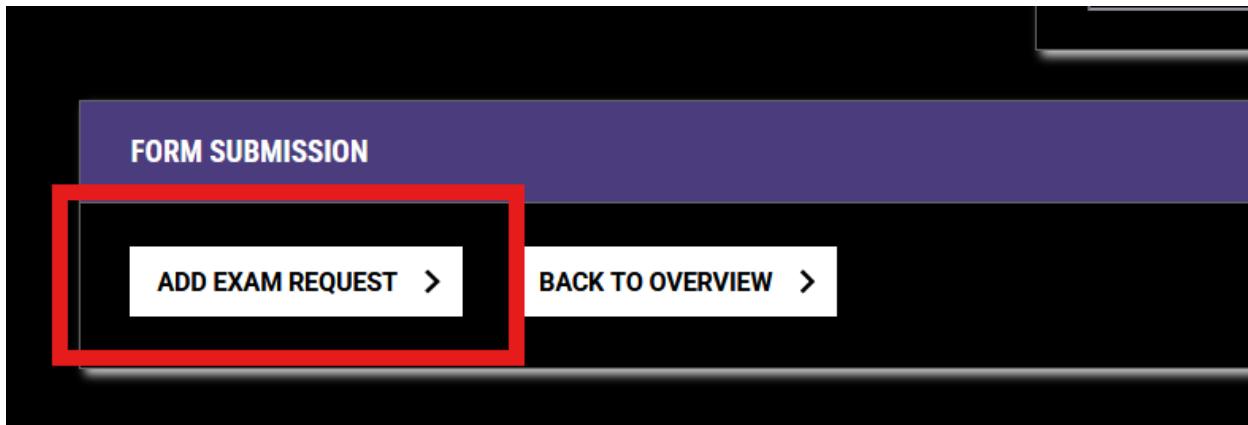
**0 Minutes**

Exam Ends At:

**Not Available**

Additional Note:

6. **Agree & Submit:** Select "**Add Exam Request**" to finalize your request.



7. **Check Status:** Exam request updates will only be sent to your SCC Bigfoot email address.

- You will receive a confirmation email that your request has been submitted. Your request will show as "Processing" and will be reviewed.
- **Monitor your Bigfoot email account or DAS Student Portal Mailbox** for confirmation and reminder emails. Confirmation emails will be sent within 3 business days.
- You may receive a rescheduling notice if the date/time you entered is not available in the testing center or conflicts with exam details entered by your instructor.
- Reminder emails will be sent to your Bigfoot email address 2 business days before your exam. These emails will include exam location and any date/time adjustments.

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## Exam Scheduling Request Responsibility Policy

- Use of the Testing Center and/or DAS office for testing accommodations must be discussed with instructor before submitting an exam scheduling request.
- Unless otherwise approved by your instructor and/or DAS/Testing Center Staff, exam scheduling requests should match the scheduled class testing day and time.
- If there is a scheduling conflict, please leave a note in the additional comment box. Exceptions must be approved by the instructor and/or DAS/Testing Center staff.

### Minimum Scheduling Deadlines

- **Regular exams:** Must be scheduled at least 7 business days in advance.
- **Final or midterm exams:** Must be scheduled at least 10 business days in advance.

\*Business days are only days that Spokane Community College is open. For example, if you attempt to schedule an exam on the Thursday before for an exam that takes place the following Monday, the exam request will be considered late.

Exams scheduled **after 4:00 p.m.** on a day are counted as being scheduled on the next business day. For example, if you schedule **after 4:00 p.m. on Tuesday**, that request will count as being scheduled on Wednesday and will count one less day toward when your exam takes place. Exams scheduled after **4:00 p.m.** on Friday are counted as being scheduled on **the following Monday**.

## Scheduling Deadlines

- For an exam on Monday, schedule by Monday the week before at 4:00 p.m.
- For an exam on Tuesday, schedule by Tuesday the week before at 4:00 p.m.
- For an exam on Wednesday, schedule by Wednesday the week before at 4:00 p.m.
- For an exam on Thursday, schedule by Thursday the week before at 4:00 p.m.
- For an exam on Friday, schedule by Friday the week before at 4:00 p.m.

## Late Requests

It is the student's responsibility to schedule exams in a timely manner. If a student misses a scheduling deadline, they may need to take the exam in the standard classroom, unless otherwise approved by the instructor and Disability Access Services office.

If a student makes 4 late exam scheduling requests in a quarter without a justifiable reason, they must meet with the Director of DAS or Testing Center Manager before making additional exam scheduling requests.

## Tardiness, Rescheduling, and No-Shows

- Students who are more than 10 minutes late to their exam appointment may not be able to take the exam and must coordinate with the DAS/Testing Center staff and course instructor for makeup opportunities.
- If a student needs to reschedule due to illness or emergency, they must contact the DAS/Testing Center staff and course instructor as soon as possible.
- No-shows without notice or a justifiable reason may result in the loss of access to testing center space until the issue is resolved.

## Exam Appointment Responsibilities

- Arrive on time with a valid student ID.
- Only bring permitted materials. No personal items (e.g., phones, bags) are allowed in the testing room unless permitted by accommodation.
- Follow all Testing Center rules and staff instructions.

## Academic Integrity

All students are expected to follow SCC's academic integrity policy. Violations, including cheating or disruptive behavior, will result in the student testing session being ended and will be reported to the instructor and the Office of Student Conduct.