DIRECTIONS FOR USING ONLINE TESTING ACCOMMODATION FORM

The Office of Disability Services now uses an online system to manage requests for testing accommodations. Students who would like to have their tests/quizzes/exams proctored by ODS must complete the online form at least seven (7) days prior to the date of the test. Please follow the instructions below:

2. Enter your UNCG iSpartan Username and Password. Click Login.
3. The first time you login to the system you will need to create a user profile.
4. Enter your UNCG ID #, UNCG email address, and telephone number. Click Create Profile.
5. After you have created your profile, add the course(s) for which you would like to receive testing accommodations.

6. Under **Your History**, click on **Add Course** and enter the requested information.

7. Once you have added your course(s), you can submit a request for testing accommodations by clicking **New Request** beside the specific course.

8. Complete the necessary information and click **Submit Request**.

9. After you submit your request an email will be sent to your instructor for verification. You will receive a confirmation email from ODS once your request has been approved.

**REMINDERS!!!**

- You must submit your request at least seven days before the day you would like to take the test.
- Students who have been approved for extended time will be allotted the amount of time stated in their faculty accommodations letter (ex. time and a half for a 50-minute class is 75 minutes).
- Do not forget to logout!!!