How to Schedule Your Exams

Select “Alternative Testing” from the overview screen.

Select the course of the test you are requesting. Then, click the “Schedule an Exam” button.
1 Make sure you have selected the correct class.

2 Select the type of test you are scheduling from the “Request Type” drop box. (exam, quiz, final)

3 Enter the date you would like to schedule the exam.

4 Select a time you would like to request from the hour and min “Time” drop-down menus.

5 Check the boxes next to the accommodations you are requesting for this test.

Check the box to agree to the UNLV Student Conduct Code.

Click the “Add Exam Request” button.
Your exam request has been completed.

Note: If you have additional exams, repeat the process for each exam. Your exam(s) will be scheduled pending receipt of the alternative testing contract from the instructor and time/date approval by the DRC.