

Northwestern | STUDENT AFFAIRS

Testing Services

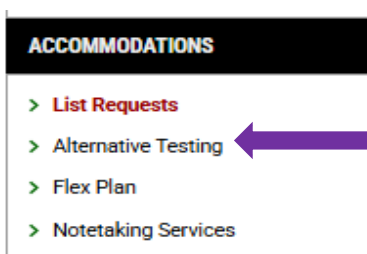
Scheduling Exam Appointments with Testing Services

Students must submit an exam request at least 1 week in advance of the exam date through the ANU Student Portal to guarantee a seat at the Testing Services office.

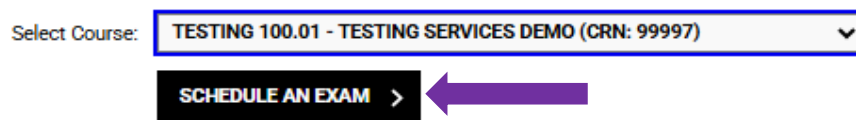
Late exam requests received less than 1 week in advance are considered on a case-by-case basis.

How to Submit a Testing Services Exam Request

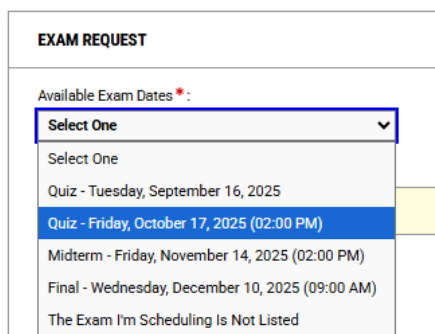
1. Sign in to the ANU Student Portal from the [Testing Services homepage](#).
2. Navigate to the Alternative Testing module by selecting “Alternative Testing” on the left.



3. Use the “Select Course” dropdown menu to choose the course you’d like to schedule the exam appointment for and choose “Schedule an Exam.”



- If your instructor has already completed a Testing Services Proctoring Agreement:
 - Choose an exam date from the “Available Exam Dates” menu.



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- The exam date and time will automatically populate, but you may change these details if needed.
- If the Testing Services Proctoring Agreement has not been completed:
 - Provide the required exam details, including exam type, date, time, and standard length of the exam.

Exam Type* :

Date* :

Hint: Please review: [Exam Scheduling Availability](#).

Time* :

Standard Length Of Exam (In Minutes)* : ⓘ

4. Choose the accommodations you would like to use on the exam by checking the box next to each in the “Services Requested” section.

Services Requested (As Applicable)* :

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

☒ Computer for short answer and essay questions ☒ Extra Time 1.50x

☒ Reduced distraction environment

5. In the “Additional Note” box, provide any additional information about your request, such as the reason for requesting an alternate date or time or details about a makeup exam.
6. At the bottom of the page, select “Add Exam Request.”

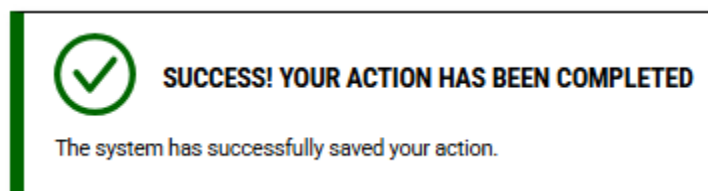
FORM SUBMISSION

- If you’ve requested a different date or time from the Testing Services Proctoring Agreement, you will be asked to confirm the details.

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7. You will see a green check mark at the top of the screen and a message saying “Success! Your Action Has Been Completed” when your request is submitted successfully.



8. Repeat these steps for all other exams you will be taking at Testing Services.

Please see the [Scheduling Exam Appointments video tutorial](#) for additional assistance or email testing@northwestern.edu with questions regarding accommodated exam scheduling.