Important Note

If you have not received an Approved Academic Accommodation letter or DO NOT have access to Online Accommodation Management System, please contact Disability Services to schedule your appointment with a DS counselor.

Late Exam Request

If you cannot schedule your exam because it is considered a late exam, please contact the Testing Center staff to see if your exam can be scheduled.

DS Office Locations

Sylvania Campus
ST 229 and CC260
971 722 4341

Cascade Campus
SSB 150
971 722 5276

Rock Creek Campus
Building 9
971 722 7558

Extended Learning Campus
South East Center
SCOM 116
971 722 6340

Before you can schedule alternative testing:

1. You must be eligible for this accommodation
2. You and your instructor must have discussed your Approved Academic Accommodation letter to confirm whether or not the testing center is needed to proctor.

As soon as you know your instructor wants the testing center to proctor, use your course syllabus to schedule your exams as soon as possible with the Online Accommodation Management System.

1. Under the My Accommodations section, select Alternative Testing.
2. If your instructor has filled out an alternative testing contract, you should be able to select your class from the list. Select the class and click on "Schedule an Exam" button.

3. If your instructor has not completed the alternative testing contract, "Schedule Exam without Alternative Testing Contract".

4. Next, select exam type and specify date, time, campus, and the accommodations that you would like for the class. Click "Add Exam Request" to complete your request. Repeat until you have scheduled all exams for the term. You should receive an email confirmation that your request has been submitted.

5. Testing Center staff will send you a second email confirming your exam after they have reviewed and approved your request.

6. If you need to make changes to an approved exam requests, you will need to look under Upcoming Exam Request(s) for the Current Class section. Click on Modify Request and specify all changes. Please remember that your request to modify your exam has to be reviewed and approved by the testing center staff.

http://www.pcc.edu/disability