

How to Schedule an Accommodated Exam

If you are a Tarleton Student, you will need to sign in on the upper right corner.

1. Go to the [Exam Registration Page](#)
2. Choose **Exam Type (Exams for Tarleton Students)**
3. Select a **College (choose your professors college)** under **Choose a Group**
4. When **Choose an Exam** appears, select your precise exam.
5. Skip **Alternate Exam Location**
6. Select **Accommodations (Extra time will always be selected)**. If you do not see your accommodations, please scroll to the top of the page and sign in. If you still do not see your accommodations, please contact Disability Resources at 254-968-9400 or disability@tarleton.edu
7. Select the **date** you would like to test
8. Choose from the **available times**, available on selected date.
9. Complete the personal information under **Who is taking this exam?**
10. Read information under **Exam guideline acknowledgement** in the scroll box. Check the box under the scroll box, to acknowledge the guidelines.
11. Click **Add to Cart**
12. Click **Complete Registration**.
13. Once you have clicked **Complete Registration**, your confirmation email will appear on the screen.
14. Upon a successful transaction, you will receive an immediate **email confirmation receipt**. If you do not receive the **email confirmation receipt**, the exam was not scheduled.

On test day, please bring with you a valid, non-expired driver's license, passport, student ID or other government-issued photo identification.