Step-by-step scheduling instructions to ensure you receive testing accommodations!
Step 1 - Visit: https://apps.virginiawestern.edu/esa/

Please note that you will NOT have access to test scheduling until your Access Plan has been signed & returned to our office.

Log-in using your **MY VWCC** (or Blackboard) **User Name** & **Password**
Step 2 – Click “ODS Testing Appointment Request”
Step 3 – Select the class you want to schedule a test for, then click “Next”.

Once your signed Access Plan is returned to ODS, you will be allowed to schedule tests for that class.
Step 4 - Select the **Date & Time** of the test

**IMPORTANT:**
You may schedule your test 2 weeks to 48 business hours (2 days) in advance.

You MUST schedule tests at least 2 business days (48 hours) in advance.

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**VWCC Extended Services Application**

**ODS Application - Schedule a Test**

| Date: 2016-12-07 | Time: 2:00pm |

*You must take your test on the same day and time as your class. ALL exceptions must be approved in writing by your instructor to ODS. You must notify ODS staff if extended time on your quiz/test/exam will interfere with any classroom instruction time.*

*Is this the same date and time your class is taking this test?  Yes No*

*Select Testing Location: Select *

*Accommodations listed on Access Plan for this class:*  
- Extended time
- Reduced distractions
- Expandable desk

*Note: If you uncheck an accommodation, you will not be allowed to utilize that accommodation on your test. Please leave all accommodations you wish to use checked. If an accommodation is not checked, please contact the ODS office and request it be added to your access plan for this class.*

**To take a test on:**  
- Wednesday  
- Thursday  
- Friday  
- Monday  
- Tuesday  
- Saturday

**Schedule NO LATER than:**  
- Monday  
- Tuesday  
- Wednesday  
- Thursday  
- Friday  
- Wednesday

Please make sure to select both date and time.
**STEP 5** – If the date/time is the same date/time your class, select **“Yes.”** Otherwise, you MUST select a reason or provide one.

You are required to take your test on the **same day and same time** as your class. ALL exceptions must be approved and confirmed by your instructor to ODS. You must notify ODS staff if extended time on your quiz/test/exam will interfere with any classroom instruction time.

Is this the same date and time your class is taking this test?  ○ Yes  ○ No

Reason:  Other class/lab overlaps with my extra time

Identify which test (ex. Test 1 or Ch.1-4):  Test 1

Accommodations requested for this test:

- [x] Extended time
- [x] Reduced distractions
- [ ] Read aloud w/assistive technology (digital copy)
- [ ] Enlarger
- [ ] Other (max 50 chars)
Please note that only students taking classes at the Franklin Center will be allowed to test at the Franklin Center Facility.
**Step 7** - Be specific about which quiz/test/exam you are taking.

Example:
- **Test 1**
- **Ch. 1-4**

This tells your instructor which test to send to our office.
Step 8 – Select each accommodation you are requesting for this test.

- Extended time
- Reduced distractions
- Expandable desk

Note: If you uncheck an accommodation, you will not be allowed to utilize that accommodation for this test. Please leave all accommodations you wish to use checked. If an accommodation is not listed, please contact the ODS office and request it be added to your access plan for this class.

Submit

NOTE: If you need to change a date/time on a test that has already been scheduled, please contact your instructor, Valerie Brugh. The instructor will need to contact ODS indicating their approval of this change.

Previously scheduled tests for this class:
No previous test scheduled for this class.
Step 9 – Click “Submit”
Your test will be successfully scheduled when you see this page AND
You have received an email confirming your appointment.

ODS Application - Thank You

You have successfully scheduled a test for:
ADJ 107-11-Test 1 on Friday, 09-09-2016 at 11:00am

Your instructor has been notified of this request. If you have any questions, please contact your instructor or the ODS office. You may schedule additional tests here.

NOTE:
Bring all materials with you just as if you were taking the test in your classroom. You may be required to show a photo ID.

Personal items will not be allowed in the testing rooms. You can store them safely in lockers provided.

All testing rooms are monitored and recorded by video surveillance. You are expected to follow the VWCC Academic Honor Code.

You must complete the test once you have begun. Breaks are generally not allowed. If you anticipate needing a break due to the impact of your disability, ODS staff must be notified beforehand and your quiz/test/exam will be given to you in sections.
FAQ’s

- **What if my instructor reschedules the test and I don’t have 48 hours to reschedule?**
  Please notify Testing Center Staff, right away, of this development.

- **What if there is a snow day and my teacher said to take it the 1st day we return?**
  Please notify Testing Center Staff, right away, of this development. The Testing Center will honor all scheduled testing appointments missed for snow days, or other college wide closings. You do not need to reschedule in this event. You may want to make more than one appointment for a test if inclement weather is in the forecast.

- **What if I miss the 48 hour cut-off and my instructor says I can still take my test in the Testing Center?**
  All re-scheduled tests require a 48 hour notice.

- **What if I want to double-check that I made a testing appointment?**
  You can log-in to https://apps.virginiawestern.edu/esa/ and see your scheduling history.

- **If I make a testing appointment and it changes, do I need to make a new one?**
  Yes, please log-in and create a new reservation for the updated date and time.