

How to Schedule Exams

1. Go to the Disability Services website at <https://www.atu.edu/disabilities/>.
2. Click on the third icon labeled “Login to the Disability Services Portal”.



Apply for Disability Services



2. Click
Here

Getting Started



Log In to the Disability Services
Portal

3. Enter your OneTech username and password in the appropriate fields and complete the two factor authenticator.
4. Complete steps to proceed to the Student Dashboard.

The screenshot shows the 'Arkansas Tech Single Sign-On' page. At the top left is the ATU logo and 'ARKANSAS TECH UNIVERSITY'. Below the logo is the title 'Arkansas Tech Single Sign-On' and the instruction 'Sign in with your OneTech ID and password'. There is a text input field labeled 'Username' with a blue underline. Below the field is a link that says 'Having trouble logging in?'. At the bottom center is a dark green button labeled 'Next'. Two yellow arrows point from external text boxes to the 'Username' field and the 'Next' button.

ATU ARKANSAS TECH
UNIVERSITY

Arkansas Tech Single Sign-On

Sign in with your OneTech ID and password

Username

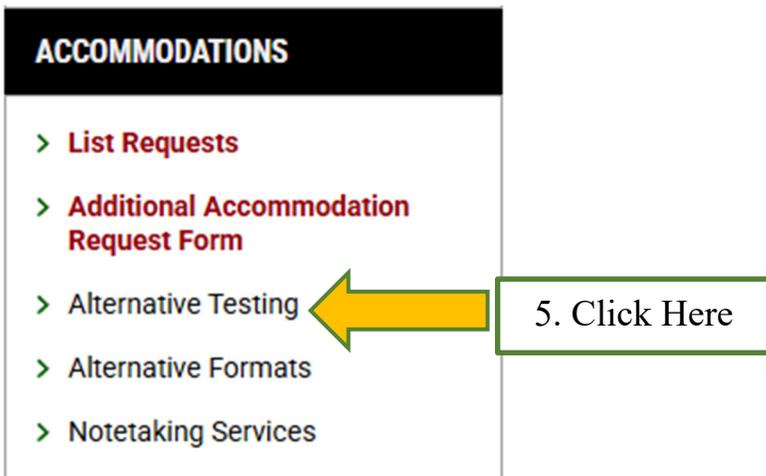
[Having trouble logging in?](#)

Next

3. Enter OneTech Username

4. Click "next" to enter your password and sign in.

5. Once you have logged into the system. On the left-hand side under “Accommodations” click “Alternative Testing”.



The image shows a screenshot of a software interface. At the top left, there is a black header with the word "ACCOMMODATIONS" in white, bold, uppercase letters. Below this header is a white list of menu items, each preceded by a right-pointing chevron (>). The items are: "List Requests", "Additional Accommodation Request Form", "Alternative Testing", "Alternative Formats", and "Notetaking Services". A yellow arrow with a black outline points from a callout box to the "Alternative Testing" item. The callout box is a white rectangle with a green border containing the text "5. Click Here".

- > List Requests
- > Additional Accommodation Request Form
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services

5. Click Here

6. Select the class you would like to schedule an exam for from the drop-down box. Then click “Schedule an Exam” to continue your request.

» MY DASHBOARD » ALTERNATIVE TESTING

SCHEDULE AN EXAM

Important Note

- Courses marked with * do not have **Alternative Testing Agreement** specified by the instructor and you will be required to enter the standard length of the exam.

Select Course:

Select One

A. Select Class

SCHEDULE AN EXAM >

B. Click Here

7. Complete the “Exam Detail”. Then “Add Exam Request”.

EXAM REQUEST

Available Exam Dates * :
Select One

Campus * :
Select One

Date * :
Hint: Please review: Exam
mm/dd/yyyy

Time * :
Select Select

Services Requested (As Applicable) * :
Hint: You are required to make a minimum of 1 selections.

- Extra Time 1.50x
- Text to Voice

Total Exam Length:
0 Minutes

Exam Ends At:
Not Available

Additional Note:

A. Select Exam Date from the Available Exam Dates

C. Select the campus

B. Enter the Date Your Exam is Scheduled

C. Enter the Time

D. Select the Accommodations Needed

FORM SUBMISSION

ADD EXAM REQUEST >

E. Add Exam Request

8. The system will notify you that you have successfully submitted your request.

 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED** 

The system has successfully saved your action.

9. If you go back to the “Alternative Testing” page under “Accommodations” you will be able to view the status of all your exam requests. The Office of Testing Services will review and approve your request. An email will be sent to your instructor informing them of your scheduled exam.

ACCOMMODATIONS

- > List Requests
- > Additional Accommodation Request Form
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services

A. Alternative Testing

UPCOMING EXAMS SCHEDULED

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Campus	Late
View	Approved	To Be Determined					Exam	07/03/2025	09:00 AM - 10:30 AM (90)	Russellville	
View	Processing	To Be Determined					Exam	07/07/2025	08:30 AM - 10:00 AM (90)	Russellville	

B. Status of Request

Common Error – “Add Exam is Not Available”

This error occurs when your instructor has not entered any exam dates into the system. To resolve this issue, please ask your instructor to either contact the Office of Testing Services or log into the Disability Services Portal to enter the available exam dates.



ADD EXAM IS NOT AVAILABLE

The instructor has not specified any exam dates for TEST 00001.001 - FAKE COURSE (CRN: 01234).

Code: 3 - No Exam Dates.

Common Error – “Date”

This error occurs when you select a test date on which the Testing Center is either closed or operating with limited hours. Please choose an alternative date when the center is open and fully operational.



SUBMISSION ERROR

There was a problem processing your request. Please check the following fields:

- **Date:** This office is **CLOSED** on the date you specified (Friday, July 04, 2025).

Common Error – “Exam Type”

This error typically occurs when you have another exam scheduled on the same day and during the same time range. To resolve this, you will need to select a different time for your exam. Please be sure to communicate with your instructor to approve the new test time.



SUBMISSION ERROR

There was a problem processing your request. Please check the following fields:

- **Exam Type:** Your exam cannot be scheduled when you have another exam scheduled on the same day and in the same time range.

Common Error – “Time”

This error typically occurs when you attempt to schedule your exam outside the approved hours of operation. To resolve this issue, please schedule your exam within the designated time frame, making sure to account for the full length of your exam.



SUBMISSION ERROR

There was a problem processing your request. Please check the following fields:

- **Time:** The exam request should be scheduled within the time frame of: 08:30 AM - 05:00 PM. Due to the extra time (if applicable) being added to the standard exam length, the system may also find that your exam's end time might be beyond the allowed time frame.