



Disability Services Office

Online Scheduling for Testing

1. Go to <http://centenaryuniversitydisabilityservicesoffice.setmore.com/> or through the link on the Disability Services Website.
2. Then choose how long of a test you want
 - a. Normal 1 hr. and 40-minute test with extended time.
 - b. 3 hr. and 40-minute class with extended time.
 - c. No extended time but other accommodations for 1 hr. and 40-minute test.
 - d. No extended time but other accommodations for a 3 hr. and 40-minute test.
 - e. Quiz 30 min.
 - f. Quiz 60 min.
3. Choose any of the listed exams:
 - a. Choose a date and time (this should be the time of the class unless there are extenuating circumstances).
 - i. If the first time you choose is not available then go back to step 3 and choose a different exam number.
4. Then a screen will ask you for:
 - Name:
 - Phone Number:
 - Email: (centenary email)
 - Address: This is an optional field that does NOT need to be completed
 - Comments (should include items such as what is listed below):
 - The exam needs to be broken up into two part
 - Professor stated that open book/ notebook is allowed
 - Anything else that is an oddity
 - Course Name:
 - Professors name:
 - Accommodations:
 - List all that you plan to use for the particular exam you are scheduling.



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5. Then at the bottom of the page, it will ask you to agree to the cancellation policy.
 - a. Choose agree.
6. Then it will come to a screen where you can check all the information over. If all correct it will ask you to submit appointment.
7. Then the system will send you an email confirming your appointment and will also send an email to the Disability Services Office (dso@centenaryuniversity.edu).
8. At this time, a representative from the Disability Services Office will contact your professor to complete the process and confirm all details provided by the student.