How to Schedule an Exam

For students who test at the DSP Testing Center, you are now able to schedule your exams with us electronically through **"MyDSP".** More good news - DSP is going green, so no more Blue Sheets!

To schedule an exam with DSP, please follow these 6 easy steps:

Step 1: Go to **https://dsp.usc.edu/.**

Step 2: Scroll down to **"Returning DSP student"** and click on:
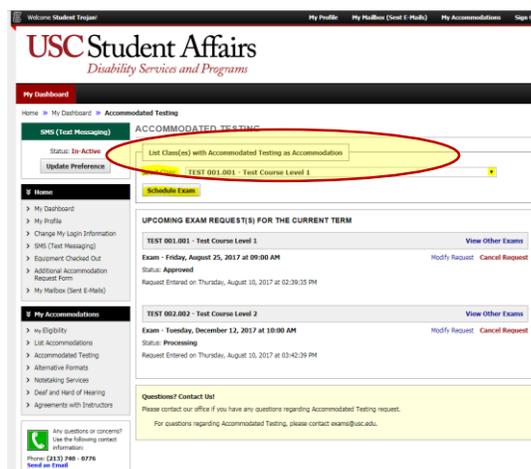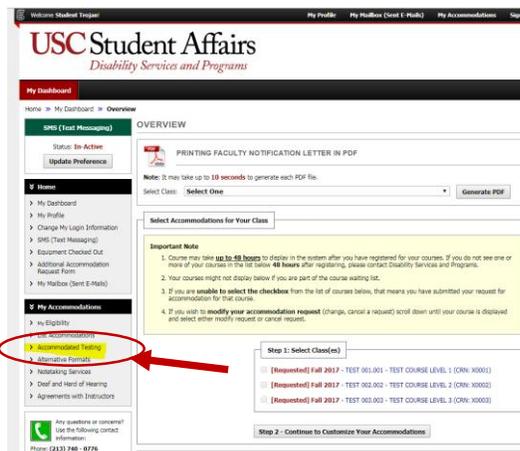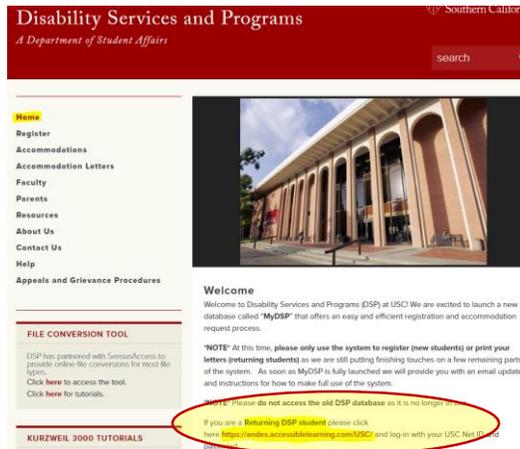**https://andes.accessiblelearning.com/USC/.**

Log-in with your USC Net ID and password**.**

This will take you to the "**My Dashboard**" page in "**MyDSP"**.

Step 3: Once you are on the "My Dashboard" page, click on **"Accommodated Testing".**

Step 4: From the drop-down menu at the top of the page, **select the class** you would like to schedule an exam for.

Then click on the **"Schedule Exam"** tab.

Step 5: Once you are on the **"Exam Request"** page, scroll down and complete the "**Exam Detail**" section.

After you have answered all of the questions, click on "**Add Exam Request.**"

Step 6: Once you have placed your exam request, you will see a "**System Update is Successful**" notificaiton.

You will also receive a confirmation email indicating that DSP has received your exam request.

You will receive a second email confirmation after the Testing Center has reviewed, scheduled, and confirmed your exam request.

Now What?

- After you submit your exam request, your Professor will be notified and asked to submit exam details and allowable materials.
- For those of you familiar with Blue Sheets, we will no longer be using them. The Faculty process will now happen automatically through **"MyDSP".**
- You can view your Upcoming Exam Requests by clicking on the "**Accommodated Testing**" tab.

Day of your Exam

Please check-in at SSL 301, 10-15 minutes before your exam start time at the Testing Center. Please be aware, the DSP office in GFS 120 will no longer be proctoring exams. Be sure to come straight to the Test Center for your accommodated testing.