

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/>.

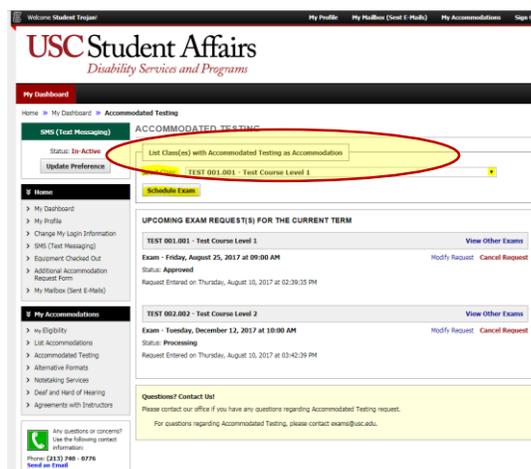
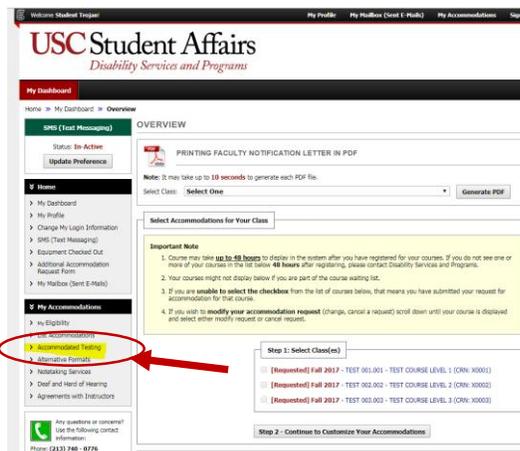
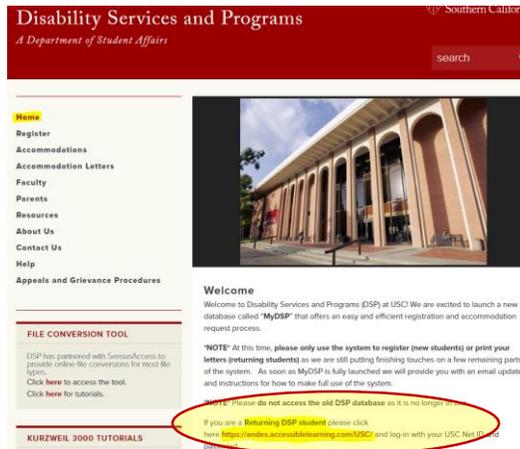
Log-in with your USC Net ID and password.

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.”

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
SUE	09:00 AM	11:00 AM	08/05/2017 - 12/01/2017	TEST 003

Exam Detail

Request Type: Select One

Date: [Field]

Time: Select [Field] Select [Field]

Exam Length (Classified by Student): [Field]

Services Requested:

- Assistive technology for use on tests
- Breaks during tests, as needed
- Extended time - 2.0x (Double time)
- Reader

Additional Note: [Text Area]

Buttons: Add Exam Request, Back to Testing Requests Overview

Step 6: Once you have placed your exam request, you will see a “System Update is Successful” notification.

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.

My Dashboard

Home > My Dashboard > Exam Request

EXAM REQUEST List All Exams Other Exams for the Current Class Add Exam Request

STATUS: In-Active

SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

CLASS: TEST 003.000 - Test Course Level 3 (CRN: X0003)

TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in DSP:

- System will add **one additional business day** to exam scheduling rule for any exam requests made after **05:00 PM**.
- ****Exam requests must be submitted at least 2 weeks before the exam date. Exam requests made less than 2 weeks before the exam date are only accepted and approved if there is availability****
- Your alternative testing accommodation allows you to request the following type of exam(s):

View: Exam Schedule Availability

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.

My Dashboard

Home > My Dashboard > Accommodated Testing

ACCOMMODATED TESTING

List Class(es) with Accommodated Testing or Accommodation

Select Class: TEST 003.001 - Test Course Level 1

Schedule Exam

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

Exam	Date	Status	Request	Cancel Request	View Other Exams	
TEST 003.001 - Test Course Level 1	Exam: Friday, August 25, 2017 at 09:00 AM	Status: Approved	Request Entered on Thursday, August 10, 2017 at 02:30:39 PM	Request	Cancel Request	View Other Exams
TEST 003.003 - Test Course Level 3	Exam: Thursday, October 05, 2017 at 09:00 AM	Status: Processing	Request Entered on Thursday, August 17, 2017 at 10:49:09 AM	Request	Cancel Request	View Other Exams
TEST 003.002 - Test Course Level 2	Exam: Tuesday, December 13, 2017 at 10:00 AM	Status: Processing	Request Entered on Thursday, August 10, 2017 at 03:42:39 PM	Request	Cancel Request	View Other Exams

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.