

How to Schedule Accommodated Exams with the PCC Testing Centers

Accessible Ed & Disability Resources aedr@pcc.edu 971-722-4341

Important Note

You need to have a student account with AEDR to get accommodations and access the [Online Accommodation Management System](#). please contact [Accessible Ed & Disability Resources \(AEDR\)](#) to schedule your appointment if you do not have an account.

Other Exam Options

Sometimes, your instructor can help with testing accommodations without using the Testing Center. Talk to your instructor about your needs before scheduling. If your instructor is handling the exams or if the exams are not proctored, you may not need the Testing Center, and you won't have to submit a scheduling request.

Late Exam Requests

The Testing Center needs at least 3 days to schedule your exam. The Testing Center staff will try to schedule late requests but cannot guarantee availability.

Testing Center Contact Information

Cascade Campus

testing.ca@pcc.edu
971-722-5234

Rock Creek Campus

testing.rc@pcc.edu
971-722-7523

Southeast Campus

testing.se@pcc.edu
971-722-6277

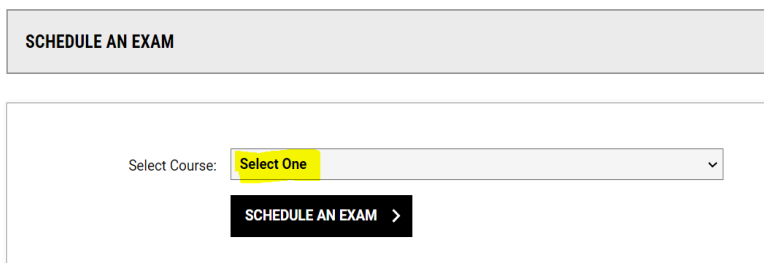
Sylvania Campus

testing.sy@pcc.edu
971-722-4131

Steps for Submitting Exam Request for Testing Center Proctoring

As soon as you know that you will need to use the testing center for proctoring, follow your class syllabus's scheduled test dates to submit all exam/quiz requests for the term.

1. Log in to the [Online System](#) and select Alternative Testing under the Accommodations heading on the left side of the screen.
2. If your instructor has filled out an alternative testing agreement, select your class from the drop-down list under the **"Schedule An Exam"** heading. Select the **"Schedule an Exam"** button.



The screenshot shows a grey button labeled "SCHEDULE AN EXAM" at the top. Below it is a form area with a "Select Course:" label and a dropdown menu. The dropdown menu is open, showing "Select One" as the selected option. Below the dropdown is a black button with the text "SCHEDULE AN EXAM" and a right-pointing arrow.

3. If your course is not listed, let AEDR know as soon as possible. AEDR will work with your instructor to complete the agreement.
4. Select your exam from the available dates (these are the class exam dates, which may differ from your scheduling dates). Specify the date, time, campus location, and accommodations for your exam.
 - a. Select **"Add Exam Request"** to complete your request. Repeat this process to schedule all exams for the term.
 - b. If your exam doesn't fit within Testing Center hours/locations, select **"Extended Hours"** and add the location to the **"additional note"** field when scheduling.
5. Testing Center staff will send you an email confirming your exam after they review and approve your request. To make changes to an existing exam request, view the request under **"Upcoming Exams Scheduled."**

