

How to Schedule Exams/Quizzes/Finals in GB ACCESS

- Log into your GB ACCESS account under **Current Student Login** on the home page ([Home Page](#))



- Under “My Accommodations” select “Alternative Testing”
- In drop down tab, select a course to request testing

Fall 2018 Instructions(s)

Below is the list of all fall 2018 instructions(s) submitted through the system. If you cancel a fall 2018 instructions and you would like to activate the contract, please contact our office.

Select Class: **HUM STUD-350 102156.0001- INTERDIS STUDY-GREAT WORKS (10905) - No Fall 201** ▼

Schedule an Exam **View Alternative Testing Detail**

- Select “Schedule an Exam”
- Scroll down and fill out the drop-down tabs and boxes accordingly.
- Select “Add Exam Request” and do the following:

Exam Detail

Testing Instructions Type: **Alternative Testing - Testing Instructions 2021**

Request Type *: **Select One** ▼

[View: Exam Schedule Availability](#)

Campus Location *: **Select One** ▼

Note: Select your campus location.

Date #:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time #: **Select** ▼ **Select** ▼

Services Requested (As Applicable) *

Adaptive Software - Capti Voice (Reader) Extra Time 1.50x

Required Technology (If Applicable)

Magnification

Additional Note:

Add Exam Request **Back to Testing Requests Overview**

- Please contact your professors and let them know you have signed up for exams.
- Communicate with your professors (in person or over email) about testing agreement.