

## How to Schedule Exams/Quizzes/Finals in GB ACCESS

- Log into your GB ACCESS account ([GB ACCESS](#))



- 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”

**Exam Detail**

Select Class\*: **HUM STUD-350 102156.0001- INTERDIS STUDY-GREAT WORKS** ▼

Request Type\*: **Select One** ▼

[View: Exam Schedule Availability](#)

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

Time\*: **Select** ▼ **Select** ▼

**Services Requested\***

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Additional Note:

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

- Scroll down and fill out the drop down tabs and boxes accordingly

- Your accommodations will be listed here, check off boxes accordingly.

- Select “Add Exam Request” and do the following:
  - 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.