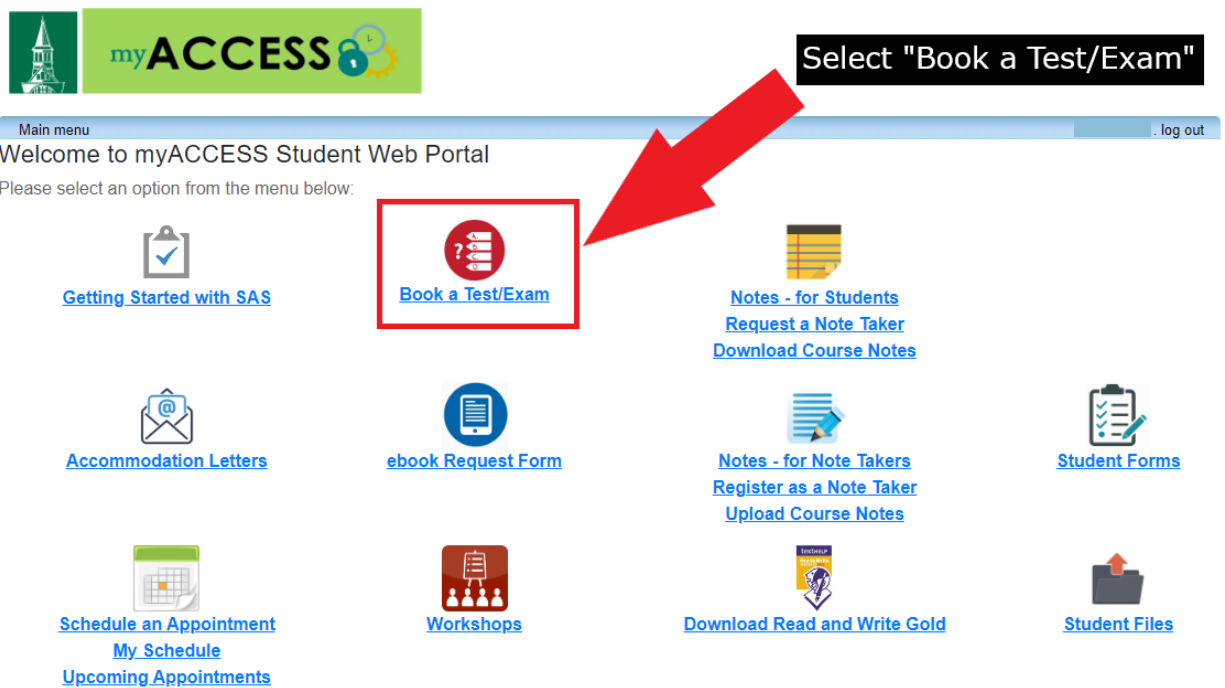


## How To: Schedule a Test, Mid-Term, or Quiz via myACCESS

1. Navigate to your **myACCESS Student Web Portal**: <http://www.uvm.edu/myaccess>
  - Select the "Book a Test/Exam" icon from the Student Web Portal home page.














myACCESS

Main menu log out

Welcome to myACCESS Student Web Portal

Please select an option from the menu below:

-  [Getting Started with SAS](#)
-  [Book a Test/Exam](#)
-  [Notes - for Students](#)  
[Request a Note Taker](#)  
[Download Course Notes](#)
-  [Accommodation Letters](#)
-  [ebook Request Form](#)
-  [Notes - for Note Takers](#)  
[Register as a Note Taker](#)  
[Upload Course Notes](#)
-  [Student Forms](#)
-  [Schedule an Appointment](#)  
[My Schedule](#)  
[Upcoming Appointments](#)
-  [Workshops](#)
-  [Download Read and Write Gold](#)
-  [Student Files](#)

## 2. Select "Schedule a test, mid-term, or quiz"



Welcome to the myACCESS Student Test-Booking and Accommodations webpage.

Use the links below or those in the Taskbar to

- [Schedule a test, mid-term or quiz](#)



Select "Schedule a test, mid-term or quiz"

- **Tests, mid-term exams, and quizzes must be scheduled at least three (3) business days in advance of the exam date.**
- For staff assistance scheduling a late exam (less than 3 business days in advance of the exam date), or for help with scheduling an exam that cannot be scheduled via the "Schedule a test" module above, please email the EPC at [epcser@uvm.edu](mailto:epcser@uvm.edu) for scheduling assistance.\*
  - When emailing the EPC, please include **your name, the course** (i.e. CHEM 1400), and **the exam date and time**. Please monitor your UVM email, as EPC Staff may contact you with questions regarding scheduling your exam.
- [Schedule a final exam](#)
  - **Final exams must be scheduled at least ten (10) business days in advance of the final exam date.**
  - For staff assistance scheduling a final exam that cannot be scheduled via the "Schedule a final exam" module above, please submit a [Finals Scheduling Help Form](#) for review by EPC Staff.\*
    - Alternatively, you may email the EPC at [epcser@uvm.edu](mailto:epcser@uvm.edu) for final exam scheduling assistance.\*
      - When emailing the EPC, please include **your name, the course** (i.e. CHEM 1400), and **the final exam date and time (in accordance with the UVM Registrar Final Exam Schedule)**. Please monitor your UVM email, as EPC Staff may contact you with questions regarding scheduling your final exam.
- [Check your upcoming appointments, tests and final exams](#)
- [View your accommodations](#)
- [Visit the EPC website for more information on test booking policies](#)

You will be asked to login using your UVM netid and password.

\*All email scheduling inquiries and online form submissions received after 3:00pm Monday-Friday, or over the weekend, will be addressed as soon as possible on the following business day.

### 3. Select "Next"



Main menu log out

**Welcome**

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- [6. Confirm and complete](#)


Online Test Booking  
Welcome to the myACCESS Test Booking portal.

- **Please schedule all tests at the EPC a minimum of three (3) business days in advance of the test date.**
  - We recommend scheduling all of your tests (and final exams) as soon as possible at the beginning of each semester, as you can modify or cancel future test bookings at a later date, but late exam scheduling cannot always be guaranteed.
- For late exam scheduling requests (less than 3 business days in advance of the exam date), or for help with scheduling an exam that cannot be scheduled via the "Schedule a test" module above, please email the EPC at [epcser@uvm.edu](mailto:epcser@uvm.edu) for scheduling assistance.\*
  - When emailing the EPC, please include **your name, the course** (i.e. CHEM 1400), and **the exam date and time**. Please monitor your UVM email, as EPC Staff may contact you with questions regarding scheduling your exam.
  - With late exam scheduling requests, specific dates/times and other accommodations may not be guaranteed and are limited to the seating available.
- **The EPC does not conduct same-business day or next-business day exam scheduling.**

Select the 'Next' button below to get started.

---

\*All email scheduling inquiries received after 3:00pm Monday-Friday, or over the weekend, will be addressed as soon as possible on the following business day.

**Select "Next"**  Next Cancel

4. Click on the drop-down menu to show your courses and select the course that you would like to schedule an exam for.
  - Then, select "Next"

Main menu log out

[Welcome](#)

- 1. Select course**
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- [6. Confirm and complete](#)

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course:

The University of Vermont Burlington, VT 05405 (802) 656-3131

5. Enter the date and time that you would like to test and the in-class test duration.
  - If the class is testing on a different date and/or time, enter the date and time that you would like to schedule to test in the EPC.
  - Enter the **in-class duration** of the test (i.e. the amount of time provided for the test in class). **Do not include any extended time.**
  - Then, select "Next"

Main menu log out

[Welcome](#)

- [1. Select course](#)
- 2. Class test date and time**
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)
- [6. Confirm and complete](#)

2. Class test date and time

Please specify when you would like to take the exam. You will not be able to book if the time (including extended time) you selected conflicts with another course on your schedule. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test:

Class test duration:

0  
(hours)

0  
(minutes)

The University of Vermont Burlington, VT 05405 (802) 656-3131

6. The course information (course name, instructor name, and instructor email) will appear on this page.

- If the information is incorrect, enter the correct information.
- Then, select "Next"

Main menu . log out

[Welcome](#)

[1. Select course](#)

[2. Class test date and time](#)

[3. Confirm prof info](#)

[4. Choose accommodations](#)

[5. Select your test time](#)

[6. Confirm and complete](#)

### 3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

**Course Info**

The course will populate here

**Instructor Info**

You must enter the instructor email address in order to continue.

Instructor name:

Instructor email:

Then, select "Next"

Previous **Next** Cancel

The University of Vermont Burlington, VT 05405 (802) 656-3131

7. Click the check box next to each accommodation that you would like to use for the test.

- You must select at least one accommodation, but you can otherwise select as few or as many as you would like.
- Then, select "Next"

Main menu . log out

[Welcome](#)

[1. Select course](#)

[2. Class test date and time](#)

[3. Confirm prof info](#)

[4. Choose accommodations](#)

[5. Select your test time](#)

[6. Confirm and complete](#)

### 4. Choose accommodations

Listed below are the accommodation(s) that have been approved for you by your Student Accessibility Specialist. Please check off the accommodation(s) that you feel are necessary for this test.

**Available accommodations**

\* note: Only accommodations marked with a check will be used for this test booking.

Exam/Quizzes: Extended Time (1.5x)

Exam/Quizzes: Reduced Distraction Environment

Check all Check none

Click the check box next to each accommodation that you would like to use for the test.

You must select at least one accommodation, but you can otherwise select as few or as many as you would like.

Then, select "Next"

Previous **Next** Cancel

The University of Vermont Burlington, VT 05405 (802) 656-3131

**8. Select the radio button next to the date and time you would like to schedule for.**

- Then, select "Next"



Main menu . log out

**Welcome**

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Select your test time](#)**
- [6. Confirm and complete](#)

Select the radio button next to the date and time you'd like to schedule for.

### 5. Select a date & time to write

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you, please return to Step 2 and enter the time that YOU would like to begin your exam. Please be mindful of your course schedule, as the myACCESS Portal will not allow exam scheduling that conflicts with another course. If you still do not see any dates/times below that work for you, please email [epcser@uvm.edu](mailto:epcser@uvm.edu) with your name, the course (i.e. CHEM 1400), and your requested exam date and time and EPC staff can assist with scheduling.

**Available dates & times**

**Note: if none of the dates/times below are possible for you, please see above instructions.**

- Tuesday August 29 . 11:00 AM to 12:30 PM
- Tuesday August 29 . 11:15 AM to 12:45 PM
- Tuesday August 29 . 10:45 AM to 12:15 PM

A seat was found for your test; please select the 'Next' button below to continue the scheduling process.

**Then, select "Next"** Previous Next Cancel

## 9. Verify the test information.

- Once you have verified that the information is correct, check the box to acknowledge and continue.
- Then, select "Finish"



Main menu . log out

[Welcome](#)

[1. Select course](#)

[2. Class test date and time](#)

[3. Confirm prof info](#)

[4. Choose accommodations](#)

[5. Select your test time](#)

[6. Confirm and complete](#)

### 6. Confirm and Complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

Your tentative test information

**Tentative test date and time**  
Tue Aug 29, 2023 . 11:00 AM to 12:30 PM (1 h and 30 m)

**Course information**  
EPC 1001 A

**Instructor**  
Teremy Garen . tgaren@uvm.edu

**Class test date / time**  
Tue Aug 29, 2023 11:00 AM (1 h)

\* **Note: this is not your accommodated writing time**

**Accommodations required**

Exam/Quizzes: Extended Time (1.5x)

Exam/Quizzes: Reduced Distraction Environment

**Verify the test information.**

Once you have verified that the information is correct, check the box to acknowledge and continue.

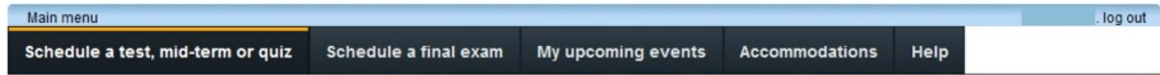
I acknowledge that the above information is correct and understand that arriving late for my exam may result in an inability to test as scheduled.

Previous **Finish** Cancel

ClockWork Online Student Access

**Then, select "Finish"**

## 10. Your exam is successfully scheduled and you will receive a confirmation email



Thank you for your submission.

You are expected to arrive on time for any quiz/test/exam. If you arrive late, you may not be permitted to test; you may be required to contact your professor for permission to start late, or to discuss potential rescheduling options.

**Important Notice:** *Any student testing at the EPC will be required to show their CatCard or other form of photo identification when checking in for their exams. Students should arrive at their scheduled exam time prepared to present their ID – this will expedite the check-in process for all students.*

[Schedule another test](#)

# How To: Cancel a Test, Mid-Term, or Quiz via myACCESS

The myACCESS Portal contains three different methods to view (and cancel, if needed) your scheduled upcoming exams.

## Method 1:

1. Navigate to your myACCESS Student Web Portal: <http://www.uvm.edu/myaccess>
  - Select the "Book a Test/Exam" icon from the Student Web Portal home page.

The screenshot shows the myACCESS Student Web Portal interface. At the top left is the myACCESS logo. Below it is a blue navigation bar with a 'Main menu' link and a 'log out' link. The main content area starts with a welcome message: 'Welcome to myACCESS Student Web Portal' and 'Please select an option from the menu below:'. A grid of service icons is displayed. The 'Book a Test/Exam' icon, which is a red circle with a white question mark and a calendar, is highlighted with a red rectangular box. A large red arrow points from the top right towards this icon. A black callout box with white text 'Select "Book a Test/Exam"' is positioned above the arrow. Other icons include 'Getting Started with SAS', 'Accommodation Letters', 'Schedule an Appointment', 'Workshops', 'Notes - for Students', 'ebook Request Form', 'Download Read and Write Gold', 'Notes - for Note Takers', 'Request a Note Taker', 'Register as a Note Taker', 'Download Course Notes', 'Upload Course Notes', 'Student Forms', and 'Student Files'. At the bottom of the page, the text 'The University of Vermont Burlington, VT 05405 (802) 656-3131' is visible.

## 2. Select "Check your upcoming appointments, tests and final exams"



Main menu log out

Schedule a test, mid-term or quiz | Schedule a final exam | My upcoming events | Accommodations | **Help**

Welcome to the myACCESS Student Test-Booking and Accommodations webpage.  
Use the links below or those in the Taskbar to

- [Schedule a test, mid-term or quiz](#)
  - Tests, mid-term exams, and quizzes must be scheduled **at least three (3) business days in advance** of the exam date.
  - For staff assistance scheduling a late exam (less than 3 business days in advance of the exam date), or for help with scheduling an exam that cannot be scheduled via the "Schedule a test" module above, please email the EPC at [epcser@uvm.edu](mailto:epcser@uvm.edu) for scheduling assistance.\*
    - When emailing the EPC, please include **your name, the course** (i.e. CHEM 1400), and **the exam date and time**. Please monitor your UVM email, as EPC Staff may contact you with questions regarding scheduling your exam.
- [Schedule a final exam](#)
  - Final exams must be scheduled **at least ten (10) business days in advance** of the final exam date.
  - For staff assistance scheduling a final exam that cannot be scheduled via the "Schedule a final exam" module above, please submit a [Finals Scheduling Help Form](#) for review by EPC Staff.\*
    - Alternatively, you may email the EPC at [epcser@uvm.edu](mailto:epcser@uvm.edu) for final exam scheduling assistance.\*
      - When emailing the EPC, please include **your name, the course** (i.e. CHEM 1400), and **the final exam date and time (in accordance with the UVM Registrar Final Exam Schedule)**. Please monitor your UVM email, as EPC Staff may contact you with questions regarding scheduling your final exam.
- [Check your upcoming appointments, tests and final exams](#)
- [View your accommodations](#)
- [Visit the EPC website for more information on test booking policies](#)

Select "Check your upcoming appointments, tests and final exams"

You will be asked to login using your UVM netid and password.

\*All email scheduling inquiries and online form submissions received after 3:00pm Monday-Friday, or over the weekend, will be addressed as soon as possible on the following business day.

ClockWork Online Student Access

## 3. If you need to cancel an EPC exam booking, click "Cancel" on the right of the exam booking that you need to cancel.



Main menu log out

Schedule a test, mid-term or quiz | Schedule a final exam | **My upcoming events** | Accommodations | Help

### My upcoming events

Your event listing Refresh

Details	Date / time	Location	Status	Options
Test/Midterm EPC 1001 A	Tue. August 29 11:00 AM to 12:30 PM		Booked	<input type="button" value="Cancel"/>

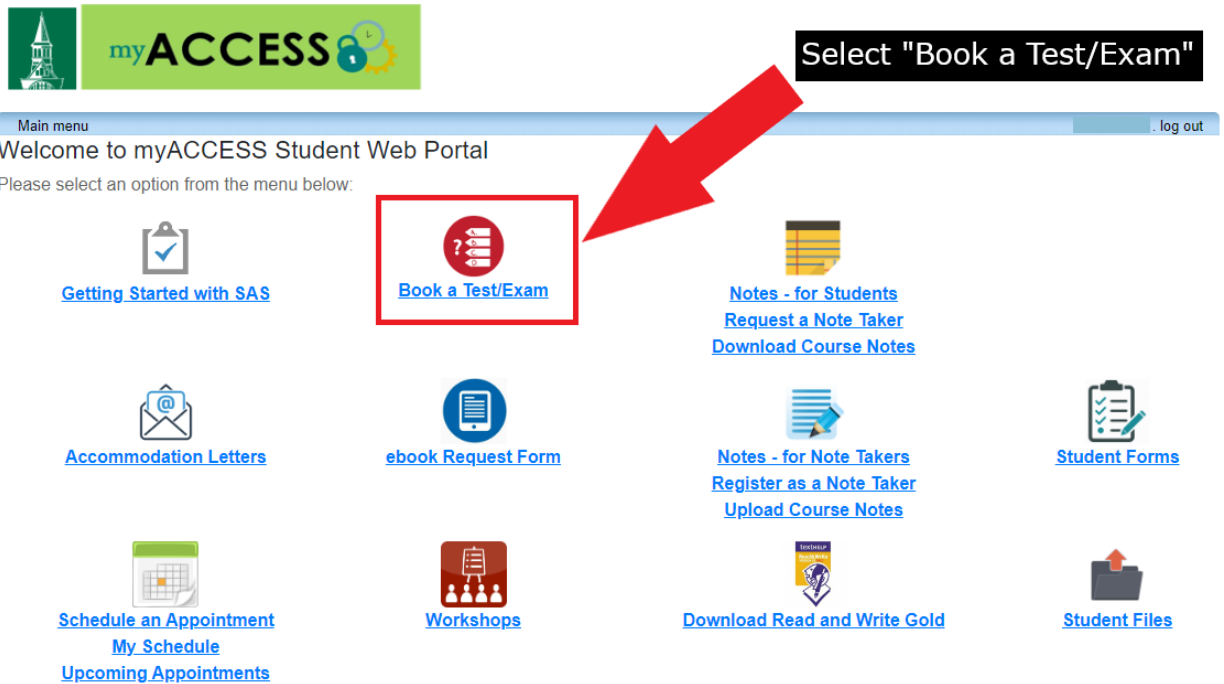
If you need to cancel an EPC exam booking, click "Cancel" on the right of the exam booking that you need to cancel.

Export to Pdf Refresh

ClockWork

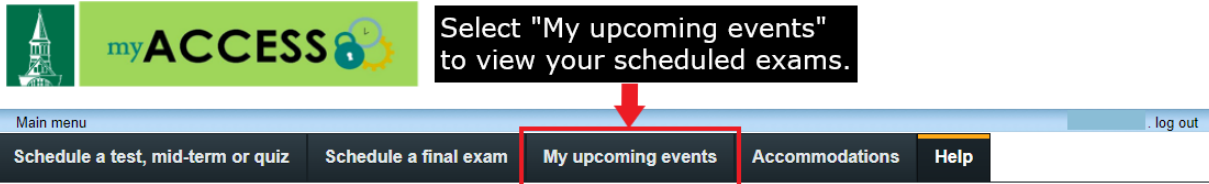
## Method 2:

1. Navigate to your myACCESS Student Web Portal: <http://www.uvm.edu/myaccess>
  - Select the "Book a Test/Exam" icon from the Student Web Portal home page.



The screenshot shows the myACCESS Student Web Portal interface. At the top left is the myACCESS logo. Below it is a navigation bar with a "Main menu" link and a "log out" button. The main content area displays a welcome message and a list of service icons. The "Book a Test/Exam" icon, which features a red circle with a white question mark and a calendar, is highlighted with a red rectangular box. A large red arrow points from the top right towards this icon. A black rectangular box with the text "Select 'Book a Test/Exam'" is located above the arrow. Other visible icons include "Getting Started with SAS", "Accommodation Letters", "Schedule an Appointment", "eBook Request Form", "Workshops", "Notes - for Students", "Notes - for Note Takers", "Download Read and Write Gold", "Request a Note Taker", "Download Course Notes", "Register as a Note Taker", "Upload Course Notes", "Student Forms", and "Student Files".

## 2. Select "My upcoming events" to view your scheduled exams.



Welcome to the myACCESS Student Test-Booking and Accommodations webpage.

Use the links below or those in the Taskbar to

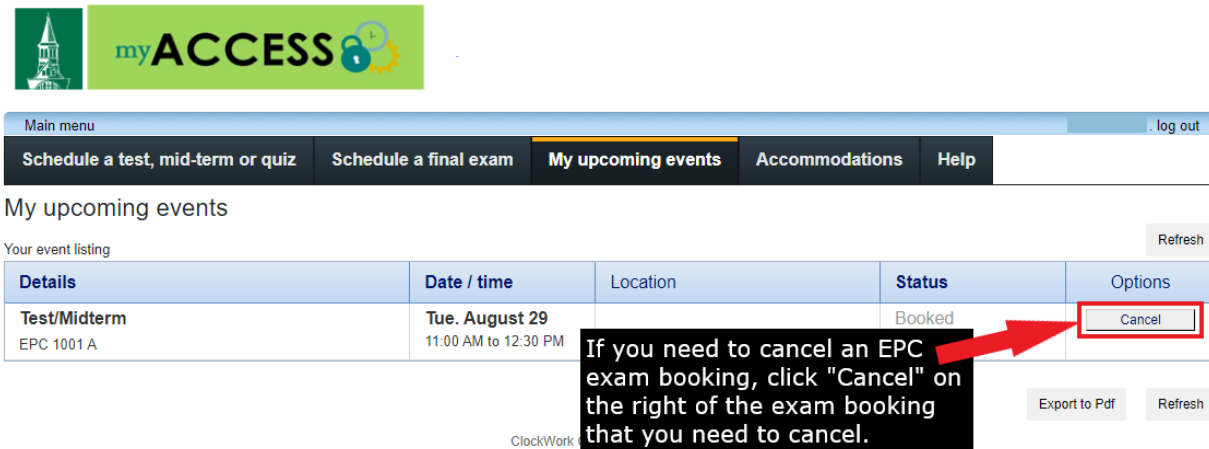
- [Schedule a test, mid-term or quiz](#)
  - **Tests, mid-term exams, and quizzes must be scheduled at least three (3) business days in advance of the exam date.**
  - For staff assistance scheduling a late exam (less than 3 business days in advance of the exam date), or for help with scheduling an exam that cannot be scheduled via the "Schedule a test" module above, please email the EPC at [epcser@uvm.edu](mailto:epcser@uvm.edu) for scheduling assistance.\*
    - When emailing the EPC, please include **your name, the course** (i.e. CHEM 1400), and **the exam date and time**. Please monitor your UVM email, as EPC Staff may contact you with questions regarding scheduling your exam.
- [Schedule a final exam](#)
  - **Final exams must be scheduled at least ten (10) business days in advance of the final exam date.**
  - For staff assistance scheduling a final exam that cannot be scheduled via the "Schedule a final exam" module above, please submit a [Finals Scheduling Help Form](#) for review by EPC Staff.\*
    - Alternatively, you may email the EPC at [epcser@uvm.edu](mailto:epcser@uvm.edu) for final exam scheduling assistance.\*
      - When emailing the EPC, please include **your name, the course** (i.e. CHEM 1400), and **the final exam date and time (in accordance with the UVM Registrar Final Exam Schedule)**. Please monitor your UVM email, as EPC Staff may contact you with questions regarding scheduling your final exam.
- [Check your upcoming appointments, tests and final exams](#)
- [View your accommodations](#)
- [Visit the EPC website for more information on test booking policies](#)

You will be asked to login using your UVM netid and password.

\*All email scheduling inquiries and online form submissions received after 3:00pm Monday-Friday, or over the weekend, will be addressed as soon as possible on the following business day.

ClockWork Online Student Access

## 3. If you need to cancel an EPC exam booking, click "Cancel" on the right of the exam booking that you need to cancel.



## Method 3:






1. Navigate to your myACCESS Student Web Portal: <http://www.uvm.edu/myaccess>
  - Select "Upcoming Appointments" under the calendar icon from the Student Web Portal home page.

myACCESS

Main menu log out

Welcome to myACCESS Student Web Portal

Please select an option from the menu below:

 <a href="#">Getting Started with SAS</a>	 <a href="#">Book a Test/Exam</a>	 <a href="#">Notes - for Students</a> <a href="#">Request a Note Taker</a> <a href="#">Download Course Notes</a>	
 <a href="#">Accommodation Letters</a>	 <a href="#">eBook Request Form</a>	 <a href="#">Notes - for Note Takers</a> <a href="#">Register as a Note Taker</a> <a href="#">Upload Course Notes</a>	 <a href="#">Student Forms</a>
 <a href="#">Schedule an Appointment</a> <a href="#">My Schedule</a> <a href="#">Upcoming Appointments</a>	 <a href="#">Workshops</a>	 <a href="#">Download Read and Write Gold</a>	 <a href="#">Student Files</a>

**Select "Upcoming Appointments"**

**2. Select "Calendar" to view your upcoming appointments.**

- Your upcoming appointments will include any exams that you have scheduled to take in the EPC and meetings that you have scheduled with your Accessibility Specialist.

Select "Calendar" to view your upcoming appointments

Your upcoming appointments will include any exams that you have scheduled to take in the EPC and meetings that you have scheduled with your Accessibility Specialist.

Schedule an appointment

Welcome to the appointment booking website. You can use this website to:

- Schedule an appointment with your assigned specialist
- Check your upcoming scheduled appointments

Please select the "Schedule an Appointment" link in the menu in order to get started.

If you cannot find availability to schedule an appointment, please email your specialist directly.

ClockWork Online Student Access

**3. If you need to cancel an EPC exam booking, click "Cancel" on the right of the exam booking that you need to cancel.**

My upcoming events

Your event listing

Details	Date / time	Location	Status	Options
Test/Midterm EPC 1001 A	Tue. August 29 11:00 AM to 12:30 PM		Booked	Cancel

If you need to cancel an EPC exam booking, click "Cancel" on the right of the exam booking that you need to cancel.

Refresh

Export to Pdf

Refresh

ClockWork

The myACCESS Portal will allow you to cancel exams online until 2:00 PM on the day before the scheduled exam date. If you need to cancel an exam on the day of the exam or after 2:00 PM the day before, please email [epcser@uvm.edu](mailto:epcser@uvm.edu) and we can assist.

**If your exam is online and you do not need to physically come into the EPC to take the exam, please do not schedule an exam booking at the EPC. If you have already scheduled EPC exam bookings for online exams that you will not need to physically come into the EPC to take, please cancel your EPC bookings.**

If you need to reschedule an exam at least three business days before the exam date, please cancel the original exam booking first. Then, use the myACCESS Portal to reschedule the exam.

If you need to reschedule an exam within three business days of the exam date, please email [epcser@uvm.edu](mailto:epcser@uvm.edu) and we can assist with rescheduling.