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.
2. Select “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 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 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”
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”

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”
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”

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”
8. Select the radio button next to the date and time you would like to schedule for.
- Then, select “Next”
9. **Verify the test information.**
   - Once you have verified that the information is correct, check the box to acknowledge and continue.
   - Then, select “Finish”
10. Your exam is successfully scheduled and you will receive a confirmation email
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](http://www.uvm.edu/myaccess)
   - Select the “Book a Test/Exam” icon from the Student Web Portal home page.

![Select "Book a Test/Exam"](image)
2. Select “Check your upcoming appointments, tests and final exams”

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 2:

1. **Navigate to your myACCESS Student Web Portal:** [http://www.uvm.edu/myaccess](http://www.uvm.edu/myaccess)
   - Select the “Book a Test/Exam” icon from the Student Web Portal home page.
2. Select “My upcoming events” to view your scheduled exams.

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.
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.

3. **If you need to cancel an EPC exam booking, click “Cancel” on the right of the exam booking that you need to cancel.**
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 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 and we can assist with rescheduling.