How can instructors/faculty approve a requested test in the DS Faculty Portal?

Tell Me

When a student requests to take a test, quiz, or Final Exam online at the Disability Services (DS) Test Center, you will receive an email notification.

1. Click on the link in the email or go to dsportal.uncc.edu.
2. Click on DS Faculty Portal.

3. Click on Courses.

4. The portal will prompt for your NinerNET ID and password.

5. The Courses tab opens. The courses that you are teaching are listed here. A ✭ indicates that at least one student has requested a test/exam in the system for the course.

6. Select the “✭
Tests and Exams” link to confirm the requested Test/Exam for that course.
7. The **Scheduled Tests and Examinations** page opens. A list of student-requested tests/exams is here. Click “Confirm/Edit” under the “Action” column. Please note that you will need to confirm each exam individually.

8. The **Test Details** page opens. Review the test, date, and time provided by your student. Make changes if the information is incorrect. Click **Next**.

9. The **Students** page opens. The students who have requested to take this exam in the DS Test Center are listed here. The test times listed may vary for each student due to extended time accommodations and/or conflict with other courses. Click “Next” to continue.

10. The **Test Information** page opens. A list of items are displayed under “TEST INFORMATION.” Select the items you allow all students for your test. Only items selected by you are allowed in the DS Test Center. Please complete all information to ensure proper test administration.
11. Next, select software required for the test/exam, if any.

12. Select the Test Delivery and the Test Return options. Once selected, click Next to continue.

13. The Submit Changes page opens. Review the test details; you can upload any test material here.
14. If all the information is correct, click **Submit Changes**

Please note that you must click the Submit changes button in order to confirm your test with us.

Please print a copy for your records.

15. See this [flyer](#) for a quick guideline.
16. For any questions, email dstestcenter@uncc.edu, or call (704) 687-0040

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**Related FAQs**

- How can instructors/faculty approve a requested test in the DS Faculty Portal?
- How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?