

Fullerton College DSS Testing Center

How to Book a Testing Appointment

Visit: dss.fullcoll.edu/testing-accommodations/

**You must request your instructor letter prior to booking a testing appointment online.*

STEP 1

Click on “Schedule Testing Appointment”.

Testing Accommodations

Contact Information

714-992-7127

dsstestingcenter@fullcoll.edu

In-Person Proctoring:

Monday – Thursday: 8 am – 4:30 pm

Remote Proctoring:

Monday – Thursday: 8 am – 4:30 pm

Friday: 8 am – 11:30 am

Testing accommodations are authorized by a Disability Support Services (DSS) Learning Disabilities Specialist/Counselor. If an instructor cannot provide the authorized accommodation, DSS may proctor the exam for the instructor. Both students and instructors must follow the respective procedures below in order to use the DSS Test Proctoring services.

Students who plan to take their test at the DSS Testing Center must first request their instructor letter and then schedule a testing appointment to initiate the process. Appointments should be made at least two business days in advance for all class tests and quizzes, except for final exams and any remaining end of the semester quizzes/exams. For final exams and any remaining end of the semester quizzes/exams, testing appointments must be scheduled at least two weeks in advance prior to the end of the semester. Be sure to check your class syllabus for final exam dates!

If a student does not adhere to the Testing Center guidelines listed below, they may have this service suspended.

Test Proctoring Services

In-Person Proctoring: In-person test proctoring is available by appointment in Room 842 during the posted hours. Complete the test proctoring request below to schedule an in-person test proctoring appointment.

NOTE: In-person test proctoring is for students enrolled in on-campus or hybrid courses, not online courses.

Remote Proctoring: Zoom test proctoring is available by appointment during the posted hours. Complete the test proctoring request below to schedule your remote testing appointment.

NOTE: Remote test proctoring is only available for non-asynchronous online courses.



[Schedule Testing Appointment](#)

[Instructor Portal](#)

[How to Book a Testing Appointment](#)

[How to Submit Quiz/Exam Information](#)

STEP 2

Click on “Schedule a Quiz/Exam”.



Welcome to the Online Student Services



Application for New Students



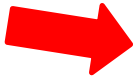
Request Instructor Letter



Staff Online Calendar



Alternate Format Requests



Schedule a Quiz/Exam



Instructor Portal

STEP 3

Click on "Schedule a test, mid-term or quiz" in the main menu.



Student Test-Booking and Accommodations

Welcome to the Student Test-Booking and Accommodations website. You can use this website to:

- Schedule a quiz/exam
- Schedule a final exam
- Check your upcoming testing appointments
- View your accommodations that have been assigned by your Counselor
- Print out a pdf copy of your accommodations letter

Please click the **Schedule a test, mid-term or quiz** link in the menu in order to schedule a test, or choose the menu option that you would like to use.

You will be asked to login using your school login account.

If you need further assistance, please contact the DSS Testing Center at (714) 992-7127.

STEP 4

Login using your MyGateway username and password.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



NOCE
NORTH ORANGE
CONTINUING EDUCATION

A background image showing a group of graduates in blue caps and gowns, celebrating with confetti against a blue sky.

@ Username

Password

[Forgot Username](#)

[Sign up for an account through the CCCApply](#)
Cypress College | Fullerton College | NOCE

[FAQs](#)
Frequently Asked Questions

[Technical Support](#)
Contact your campus' tech support for help

Login

[Forgot Password?](#)

STEP 5

On the first screen, review the information and click "Next" if you are ready to proceed with booking a quiz/exam online.



Disability Support Services  **FULLERTON COLLEGE** ELEVATING. EXCELLENCE.

🏠 Main menu log out

Welcome

1. Select your course
2. Date and time you will take the quiz/exam at the DSS Testing Center
3. Confirm instructor information
4. Choose your accommodations for this quiz/exam
5. Confirm the time of your quiz/exam
6. Confirm your testing appointment and complete your reservation

Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your test with us. You may stop this process at any time by clicking the 'Cancel' button at the bottom of each page.

To receive your approved testing accommodations, an instructor letter must be requested every semester.

- Testing appointments must be made online at least **two (2) business days** in advance for all quizzes/exams with the exception of final exams. For approved accommodations other than extra test time, arrangements must be made at least **one (1) week in advance** (e.g. use of a private room, a computer, a scribe, use of pre-approved white noise/music during exam or to request a test in an alternate format).
- For final exams and any remaining end of the semester quizzes/exams, testing appointments must be made online at least **two (2) weeks in advance** prior to the end of the semester.

Please be aware that you and your instructor will receive an email notification with the details of your quiz/exam testing appointment request once you have submitted your information.

You will need to have the following information handy in order to successfully schedule your quiz/exam:

1. The name of the course you want to schedule a quiz/exam and the instructor's name
2. The date, start time and duration of the quiz/exam you will be taking at the DSS Testing Center

If you need to schedule a quiz/exam that is not within the minimum time frame, please contact the DSS Testing Center at (714) 992-7127.

***** Students must adhere to the Testing Center Guidelines in order to use DSS Test Proctoring services*****

Click the 'Next' button below to get started.

STEP 6

Select the course you would like to book a quiz/exam for from the drop down list.

Click "Next" to proceed.



The screenshot shows the 'Disability Support Services' page for Fullerton College. The page has a blue header with the college logo and the text 'ELEVATING EXCELLENCE'. Below the header is a navigation bar with 'Main menu' and 'log out'. A sidebar on the left contains a 'Welcome' message and a list of six steps: 1. Select your course, 2. Date and time you will take the quiz/exam at the DSS Testing Center, 3. Confirm instructor information, 4. Choose your accommodations for this quiz/exam, 5. Confirm the time of your quiz/exam, and 6. Confirm your testing appointment and complete your reservation. The main content area is titled '1. Select your course' and contains the instruction 'Please select the course you would like to schedule a test for from the list below.' Underneath is a 'Course Info' section with a 'Course:' label and a dropdown menu. A red arrow points to the dropdown menu. Below the dropdown is the text 'If you do not see your course listed, please contact the DSS Testing Center at (714) 992-7127.' At the bottom right of the form are three buttons: 'Previous', 'Next', and 'Cancel'. A red arrow points to the 'Next' button.

Disability Support Services

FULLERTON COLLEGE ELEVATING EXCELLENCE

Home Main menu log out

Welcome

- Select your course**
- Date and time you will take the quiz/exam at the DSS Testing Center
- Confirm instructor information
- Choose your accommodations for this quiz/exam
- Confirm the time of your quiz/exam
- Confirm your testing appointment and complete your reservation

1. Select your course

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

Course Info

Course:

If you do not see your course listed, please contact the DSS Testing Center at (714) 992-7127.

Previous Next Cancel

STEP 7

Specify the day and time that you would like to take the quiz/exam at the DSS Testing Center. This is typically the same day and time that your class will take it, unless other arrangements have been made with your instructor and the DSS Testing Center.

Enter the amount of time your class gets to take the quiz/exam. If you do not know, you may enter one (1) hour and DSS will adjust the time accordingly.

Click "Next" to proceed.

Disability Support Services

FULLERTON COLLEGE ELEVATING EXCELLENCE.

Home Main menu log out

Welcome

- Select your course
- Date and time you will take the quiz/exam at the DSS Testing Center**
- Confirm instructor information
- Choose your accommodations for this quiz/exam
- Confirm the time of your quiz/exam
- Confirm your testing appointment and complete your reservation

2. Date and time you will take the quiz/exam at the DSS Testing Center

Please specify when you would like to take your quiz/exam at the DSS Testing Center. This should be the same date/time that your class is taking it, unless you have made prior arrangements with your instructor and the DSS office. You MUST enter a class quiz/exam duration. This should be the amount of time your instructor allows the class to test. If you do not know, please enter 1 hour and we will adjust the time accordingly.

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test:

Class test duration:



(hours) (minutes)

Previous **Next** Cancel

STEP 8

Confirm your instructor information is correct.

Click "Next" to proceed.



[Main menu](#) [log out](#)

Welcome

- 1. Select your course
- 2. Date and time you will take the quiz/exam at the DSS Testing Center
- 3. Confirm instructor information**
- 4. Choose your accommodations for this quiz/exam
- 5. Confirm the time of your quiz/exam
- 6. Confirm your testing appointment and complete your reservation

3. Confirm instructor information

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

Course Info

Fall 2024 Course : Instructor Name

Instructor Info

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



Instructor name:

Instructor email:

STEP 9

Select the accommodations you would like to use for this quiz/exam.

Click "Next" to proceed.



Fullerton College logo: FULLERTON COLLEGE ELEVATING. EXCELLENCE.

[Main menu](#) [log out](#)

Welcome

- Select your course
- Date and time you will take the quiz/exam at the DSS Testing Center
- Confirm instructor information
- Choose your accommodations for this quiz/exam**
- Confirm the time of your quiz/exam
- Confirm your testing appointment and complete your reservation

4. Choose your accommodations for this quiz/exam

Listed below are the accommodation(s) that have already been approved for you by your Counselor. Please check off the accommodation(s) that you would like to use for this quiz/exam.

Available accommodations

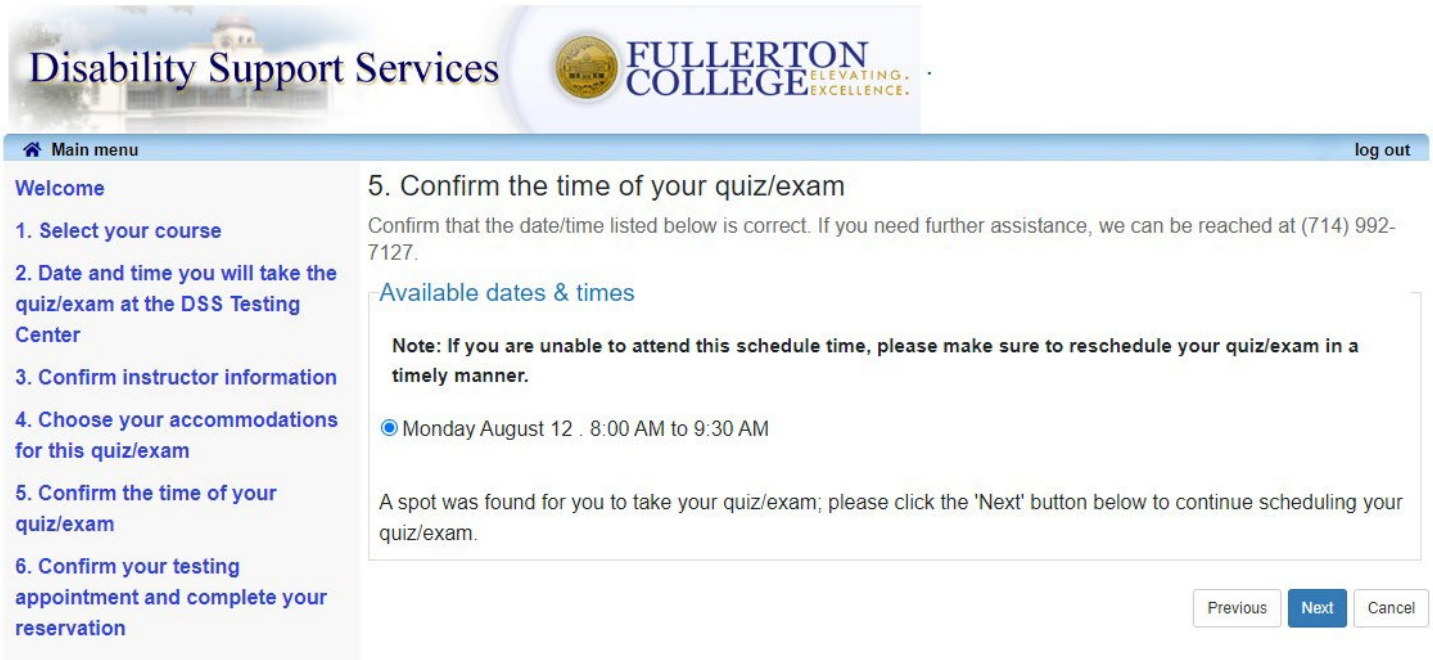
*** Note: Only accommodations with a check will be used for your quiz/exam booking. If there is an accommodation you need and have been approved for that you do not see here, please contact the DSS Testing Center at (714) 992-7127.**

- Breaks (without effect on testing time)
- calculator (Does not include basic Math classes)
- Extended time/ 1.5 times the standard time
- Modified testing environment/ distraction reduced setting
- Test in audio format (e.g. Kurzweil) (Does not include READ 36 or READ 56)

STEP 10

Confirm the date/time of your quiz/exam.

Click "Next" to proceed.



The screenshot shows the 'Disability Support Services' page for Fullerton College. The page is titled '5. Confirm the time of your quiz/exam'. It includes a navigation menu on the left with six steps, where step 5 is highlighted. The main content area contains a confirmation message, a section for 'Available dates & times' with a note and a selected date/time, and a confirmation message at the bottom. There are 'Previous', 'Next', and 'Cancel' buttons at the bottom right.

Disability Support Services

FULLERTON COLLEGE ELEVATING EXCELLENCE.

Main menu log out

Welcome

1. Select your course
2. Date and time you will take the quiz/exam at the DSS Testing Center
3. Confirm instructor information
4. Choose your accommodations for this quiz/exam
- 5. Confirm the time of your quiz/exam**
6. Confirm your testing appointment and complete your reservation

5. Confirm the time of your quiz/exam

Confirm that the date/time listed below is correct. If you need further assistance, we can be reached at (714) 992-7127.

Available dates & times

Note: If you are unable to attend this schedule time, please make sure to reschedule your quiz/exam in a timely manner.

Monday August 12 . 8:00 AM to 9:30 AM

A spot was found for you to take your quiz/exam; please click the 'Next' button below to continue scheduling your quiz/exam.

Previous **Next** Cancel

STEP 11

Confirm that all information entered is correct, including the accommodations that you selected.

Check the "I acknowledge" box and then click "Finish" to complete your quiz/exam booking.

You will receive an email confirmation for your appointment.

You may continue to schedule another quiz/exam or logout at this time.

Welcome

1. Select your course
2. Date and time you will take the quiz/exam at the DSS Testing Center
3. Confirm instructor information
4. Choose your accommodations for this quiz/exam
5. Confirm the time of your quiz/exam
6. Confirm your testing appointment and complete your reservation

6. Confirm your testing appointment and complete your reservation

Verify the tentative test information is correct. Select the acknowledge button and click the 'Finish' button to confirm your testing appointment.

Your tentative test information

Tentative test date and time
Mon Aug 12, 2024 . 8:00 AM to 9:30 AM (1 h and 30 m)

Course information
Fall 2024 Course

Instructor
Instructor Name . Instructor Email Address

Class test date / time
Mon Aug 12, 2024 8:00 AM (1 h)
* Note: this is not your accommodated writing time

Accommodations required

- Breaks (without effect on testing time)
- calculator (Does not include basic Math classes)
- Extended time/ 1.5 times the standard time
- Modified testing environment/ distraction reduced setting
- Test in audio format (e.g. Kurzweil) (Does not include READ 36 or READ 56)

I acknowledge that the information I am submitting is correct to the best of my knowledge and that I have read and will adhere to the Testing Center guidelines. I understand that if I do not adhere to the Testing Center guidelines that I may have this service suspended.

Previous **Finish** Cancel

Disability Support Services  FULLERTON COLLEGE
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Main menu log out

Schedule a test, mid-term or quiz My upcoming events Accommodations Help

Thank you for your submission.

You will receive an automatic confirmation email regarding your testing appointment. Notification of this testing appointment will also be sent to your instructor.

[Schedule another test](#)

Fullerton DSS ClockWork, Email: dsp@fullcoll.edu, Phone: 714-992-7099

Any questions, please contact the DSS Testing Center at (714) 992-7127 or at dsstestingcenter@fullcoll.edu