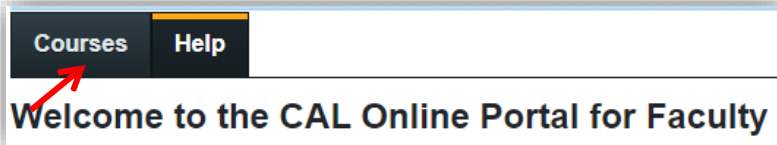


Guide to Approving a Test/Exam Booking

1. Login to the [CAL Faculty Portal](#). Click “Courses.”



2. This will bring you to the “Courses” screen which will show all of the courses for the term that are connected to a student with accommodations.

A star beside the course will indicate future tests booked. Click “Tests and Exams.”

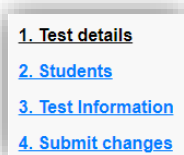


★ indicates that there is at least one future test/exam in the system for the course

3. Click “Confirm/Edit” beside the test request you would like to approve

Tests and exams:					
Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	February 8 Tuesday (2022)	12:30 PM (60 minutes) Last modified: 2022-01-13	✔ Yes	Submit file	Confirm/Edit
Test	January 25 Tuesday (2022)	12:30 PM (30 minutes) Last modified: 2022-01-14	✔ Yes	Submit file	Confirm/Edit

There are **4 steps** to complete a test request. Clear instructions for each step are available on the online portal.



Step 1 – Test Details (approving/editing test date, start time and duration)

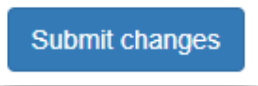
Date of test:	2-8-2022	
Test start time:	12:30pm	
Test end time:	1:30pm	

Step 2 – Students (List of students scheduled)

2. Students scheduled to-date for

Step 3 – Test Information (providing proctoring instructions and test details)

Step 4 – Submit Changes (confirm details and click “Submit Request”) and wait for the “Test has been booked successfully” screen.

A blue rectangular button with rounded corners and a white border. The text "Submit changes" is written in white, sans-serif font, centered within the button.

Brightspace Tests/Exams

- Faculty can make the appropriate adjustments in Brightspace to ensure that the test settings are accurate for each accommodated student.
- Information on how to make these adjustments in Brightspace can be found [HERE](#).

Paper-based test:

- Quizzes/tests/midterms/exams can be dropped off in the CAL Test Services mailbox #86 at least **48 hours (two business days) in advance**.