

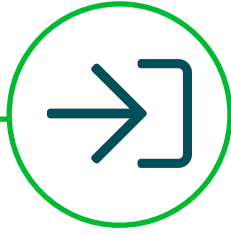
# How to Schedule an Exam with Accommodations



Student meets with Disability Services Coordinator



Instructor fills out Accommodated Testing Agreement (ATA)



Testing Services imports ATA into RegisterBlast



Student logs into RegisterBlast and schedules exam



Student takes exam in the Testing Center with accommodations

## HOW TO SCHEDULE AN EXAM

1. Visit [cwi.edu/exams](http://cwi.edu/exams).
2. Sign in to RegisterBlast using your CWI email.
3. Choose a location.
4. Choose an exam group.
5. Choose an exam.
6. Specify the **accommodations** you wish to use during your exam to ensure you are able to utilize them.
7. Choose an available date.
8. Choose a time slot.
9. Fill in your personal information.
10. Read and agree to the **Exam Acknowledgment**.
11. Click **Add to Cart**.
12. Click **Complete Registration** to **finalize the appointment**. This step must be completed to schedule your appointment.
13. Receive confirmation email.

Accommodated exams must be scheduled **24** hours in advance!

## TIPS

- **Always bring valid ID to your appointment.**
- Know your course, section, instructor, and exam number before scheduling.
- Ensure your appointment is scheduled by checking for a confirmation email.
- Contact the Testing Center with questions about scheduling an appointment.

## FAQS

**Q:** I didn't get a confirmation email. What should I do?

**A:** Contact the Testing Center to make sure your appointment is scheduled.

**Q:** I know I made an appointment. Why isn't it showing?

**A:** If you leave your appointment in your cart without selecting **Complete Registration**, your appointment will not be scheduled. If you have a confirmation email, you will be allowed to test.

**Q:** How early should I schedule for midterms and finals?

**A:** The earlier the better! Some students begin scheduling for finals two months early!

**Q:** It is the last day to take the exam, but I am unable to make an appointment. Now what?

**A:** If you need an extension for your exam, contact your instructor for options. The Testing Center does not make exceptions to the 24-hour advance scheduling policy for accommodated exams.

**Q:** Why aren't my accommodations showing up when I try to register?

**A:** You will need to sign in to RegisterBlast using your student email address. Your accommodations are tied to your CWI email. If you are still having trouble signing in, please reach out to Testing Services.

**Q:** How long are my accommodations good for?

**A:** Approved accommodations are only valid for one semester. Schedule an appointment with your Disability Services Coordinator prior to the beginning of each semester to renew your accommodations.

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## CONTACT INFORMATION

» **Testing Center**  
Nampa Campus Micron Education Center  
5725 East Franklin Road  
Nampa, ID 83687  
208.562.2440

» **Testing Center**  
Ada County Center Lynx Building  
9314 W. Overland Road  
Boise, ID 83709  
208.562.2542

[cwiproctor@cw.edu](mailto:cwiproctor@cw.edu)

» **Student Disability Services**  
Nampa Campus  
208.562.2410  
Ada County Center  
208.562.2496

[accessibility@cw.edu](mailto:accessibility@cw.edu)



For a complete list of policies and other resources, visit [cw.edu/assessment](http://cw.edu/assessment).