Schedule Exams or Quizzes at ODA

ODA recommends that you schedule exams at least five (5) business days in advance. This is to ensure testing space and exams are available. If you need assistance please do not hesitate to call ODA at 601.266.5024 or email oda@usm.edu.

1. Click on myODA on the ODA Home page http://www.usm.edu/oda

Or use the following URL
https://cascade.accessiblelearning.com/USM/

2. Sign In using SOAR Username (ie w123456) and Password

3. In Left Hand Navigation Click Alternative Testing
4. Select a Class in Drop Down Menu
   If you do not see the fields immediately after clicking Alternative Testing, continue to scroll further down.

5. Select Schedule an Exam

6. Select Request Type (Exam, Midterm, Final or Quiz) in Drop Down Menu.

7. Enter date Month/Day/Year (Required format: 09/18/2015)

8. Enter Time from Drop Down Menus

9. Choose Services Requested for Exam (Choose all that apply for the exam being requested).

10. Additional Notes are Optional.

11. Select Add Exam Request

   After selecting “Add Exam Request” you will receive a confirmation that the exam has been scheduled.