

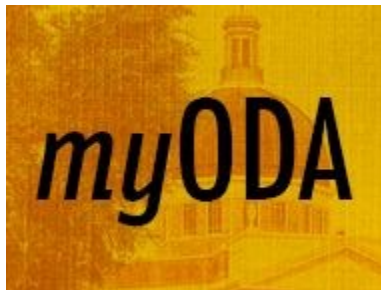
Instructions for myODA: How-To Schedule Exams

*ODA recommends that you schedule exams at least **two (2) 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 us at oda@usm.edu.*

1. Access myODA

Go to myODA by clicking the link on the homepage of usm.edu/oda.

OR by using the QR Code below:



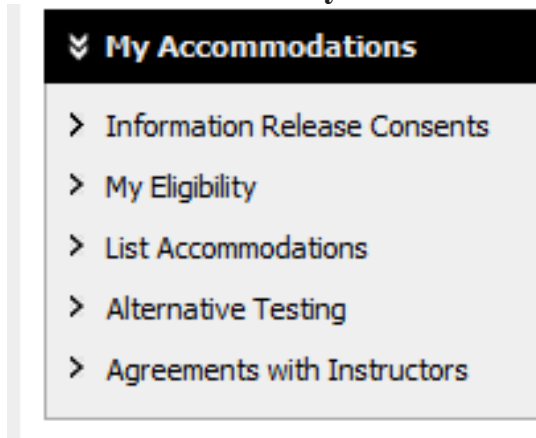
2. Sign In using SOAR Username (w123456) and Password. To change your SOAR Password please go to campusid.usm.edu.

Sign In Information

Username*

Password*

3. In the left menu “My Accommodations”, click “Alternative Testing”.



4. Select a specific class in the drop-down menu that appears.

5. Click “Schedule an Exam”.

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

Select Class: **Select One**

Schedule an Exam **View Alternative Testing Detail**

6. Select Request Type (Exam, Midterm, Final or Quiz) in the dropdown menu that appears.

7. Enter the date you wish to schedule the exam for (mm/dd/yyyy).

8. Enter the time from the drop-down menus.


9. Check Services Request for Exam (please choose all that apply for the exam being requested).

10. Add additional notes if necessary.

11. Click “Add Exam Request”.

12. **NOTE:** If you are scheduling an exam within the next 5 days, you will need to scroll down after clicking “Add Exam Request” and fill out the Late Exam Request field.

The drop down “Reason” menu and the box checking for validating the late exam request policy are required fields.

 **LATE EXAM NOTICE**

Please notify instructor immediately if you scheduled exam at ODA. Scheduling exams with less then five (5) business days notice can possibly delay the receipt of exam from instructor and does not guarantee space at ODA to take exam.

Late Exam Request

Reason***:** **Select One**

If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing contract)

I have read and understood the late exam request policy above.

Submit Late Exam Request

Back to Exam Detail or Modify Date

You will receive confirmation of the scheduled exam at your university email account (@usm.edu). If an exam needs to be rescheduled or cancelled you will be notified by your university email account.