SCHEDULING A FINAL EXAM ON TITANABLE

To schedule a final exam appointment, you will utilize the TITANable Exam Booking website. Follow the steps below to schedule upcoming exams and quizzes to be proctored at the DSS Office.

Begin by logging into TITANable by searching [http://www.fullerton.edu/dss/titanable/] in your browser:

Please refer to the Fall 2023 Final Exam Schedule before booking your appointment: [https://www.fullerton.edu/scheduling/final_exam_schedule/fall-schedule.php]

1. When you reach TITANable, click on DSS Student Login to begin booking your final exam.

2. Click on the Schedule an Exam tab to schedule an exam.
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3. You will then see DSS’ proctoring hours for the semester. To schedule an exam, click on the Schedule a final exam button at the top of the page. You will then be required to login using your CSUF student username and password.

4. You will be brought to this page, which gives you instructions on how to book a final exam. Click the Next button to continue.

*Please Note: Before beginning this process, please refer to the final exam schedule to ensure you are booking your final exam for the correct time and date.*
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5. The first step is to choose the class you want to book a final exam for. Click the drop-down menu to select the class you need to book a final exam for. Once you’ve selected the class, click next.

6. Next, enter the date of the final exam, time of class test, and the class test duration. Click next.
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7. Ensure that your professor’s name and email are correct. This information will automatically prefill. Once you have verified your instructor’s information, click next.

8. Next, choose all accommodations that you will need for the exam/quiz. Once all accommodations have been checked, click next.

Please note: The accommodations that have a check will be used for the exam/quiz. Please take your time in this section to ensure you check off all accommodations needed for the exam.
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9. Enter a reliable contact number in case there are any questions or concerns regarding your test. Click next.

10. Based on availability, there will be several time options for you to choose from. Choose the time that works best for you and click next.

Please note: If none of these times work for you, you can contact the DSS office at dsstesting@fullerton.edu
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11. To complete your booking, please make sure that all the information is correct! If all the information is correct, please click the acknowledge button on the bottom, and then click finish.
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12. You will see this confirmation screen when you are finished booking your final exam. An email will also be sent to your CSUF student email regarding the test booking.

Thank you for scheduling an accommodated Finals Week testing appointment at DSS! You will receive a confirmation email to your CSUF email shortly confirming the details of your testing appointment.

Additionally, your instructor will be notified of your testing appointment, where they will be asked to approve your scheduled date/time with DSS.

Requests to reschedule final exam appointments will be authorized due to disability-related reasons, health reasons, or a university administrative conflict.

Please be aware of the following information:

- If there are any additional details that we need to be aware of regarding your exam/quiz, we ask that you please notify DSS at dss-testing@fullerton.edu
- Requests to reschedule testing appointments will only be made due to a disability-related reason, health-related reason, or due a university administrative conflict. To submit a rescheduling request or to cancel a testing appointment, please contact the DSS Testing desk at (657) 278-3112 or at dss-testing@fullerton.edu.
- DSS Testing Late policy:

  If you arrive 1-29 minutes late to an exam with DSS, the elapsed time will automatically be deducted from your total exam time. For example, if you arrive 15 min late for your exam, DSS will deduct 15 min from your total exam time. This means that the scheduled end time will remain the same and DSS will not adjust or extend it. You will not get that time back for your exam!

  If you arrive more than 30 minutes late to your exam with DSS, we will require instructor approval for you to begin the exam late. DSS will only authorize you to start the exam once your instructor has given permission to do so. This also means that the scheduled end time will remain the same and the DSS will not adjust or extend it. You will not get that time back for your exam! If DSS is unable to reach the instructor to confirm your new start time, we will not begin the exam and request that you reach out to your instructor for next steps.

Thank you for using TITANable!