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.

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

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

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

2. Click on the Exam Booking 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.

*Please Note: You will need to book exams 3 BUSINESS days before the exam is expected to take place.*

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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 pre-fill. 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.*
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.
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**.

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.