STUDENT TUTORIAL FOR SCHEDULING EXAMS AND QUizzes

Testing appointments can be scheduled through the TITANable Exam Booking website. Follow the steps below to schedule tests, quizzes and exams to be proctored at DSS. Begin by logging into TITANable and going to the Exam Booking website using the steps below:

1. Using your CSUF student username and password, log into TITANable at https://titanable.fullerton.edu/
2. Select the Exam Booking link.

SCHEDULING TESTS, MIDTERMS, QUIZZES AND FINAL EXAMS

- To begin scheduling regular tests, midterms and quizzes, select the Schedule a test, mid-term or quiz link

- To schedule final exams for Final Exams Week, select the Schedule a final exam link
On the next page, click **Next** after reading through the scheduling instructions to begin.

1. Using the drop down menu, **select the course** you wish to schedule for and then click **Next**.
2. On the next page, **select the date and time the class is taking the test/quiz** in the classroom by clicking the calendar and clock icons. Afterwards, **enter the time duration the class will have** for the test/quiz in class. *If the duration is unknown, enter an estimated duration and your time will be adjusted correctly later.* Then click **Next** to move on.

3. Next, **verify that your professor’s name and campus email is correct.** If it is incorrect, please enter the correct name and/or email. Then click **Next.**
4. Next, **check off the specific testing accommodations you will need** for your test or quiz. Please select **only** the accommodations you will absolutely need for your appointment.

5. Next, **enter a current phone number** DSS may contact you at. And if you will need a special software or computer program, please indicate and fill out the provided text boxes to notify DSS.
6. Next, select the time from the list of available times provided to schedule your appointment. If the times or date listed don't work, please call the DSS office as soon as possible for assistance.

7. On the final page, review all the information provided, check off the testing agreement statement and then click Finish.
For your convenience, this instructional tutorial is also available in video form and can be found at http://www.fullerton.edu/dss/titanable/tutorials/exambooking.php.

For questions or for further assistance, please contact the DSS Exam Proctoring Services at dsstesting@fullerton.edu or at (657) 278-3112.
How-To Schedule a Final Exam on TITANable

1. Click ‘Schedule a final exam’ on the grey tool bar of the Exam Booking Wizard

Welcome to TITANable Exam Booking!

Utilizing TITANable you will be able to:

- Electronically schedule your semester exams/quizzes and semester Final Exams
- Verify your upcoming scheduled exam/quiz bookings and appointments
- View accommodations that have been prescribed to you by your DSS counselor

Please click the Schedule a test, mid-term or quiz link in the menu in order to schedule an exam/quiz booking, or choose the menu option that you would like to use.

This page is maintained by the Office of Disability Support Services at California State University, Fullerton. For support, please contact us by email at deservices@fullerton.edu or by phone at (657) 278-3112.
2. Follow the instructions on the next screen and click ‘next.’
3. **Select the course you wish to schedule a final using the drop down menu.**
4. **On the next screen, if you don’t see any listed dates/times click ‘Select an alternate date and time’ to proceed with scheduling your final exam.**
5. Enter the date, time and duration of the final exam in class and then click ‘next’ to continue on with the rest of the scheduling process like normal. (For the Fall 2016 Final Exam Schedule go to http://admissions.fullerton.edu/currentstudent/guides/F2016_FinalExams.pdf)