

How to Book Exams on the SRC Portal

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|---|--|
| <u>Wednesday</u> is the last day to make an appointment for Monday | <u>Thursday</u> is the last day to make an appointment for Tuesday | <u>Friday</u> is the last day to make an appointment for Wednesday | <u>Monday</u> is the last day to make an appointment for Thursday | <u>Tuesday</u> is the last day to make an appointment for Friday |

Log onto the SRC Portal to schedule your exams, quizzes & Final Exams!

To access, visit: www.tinyurl.com/eccSRCportal

01

Visit the link above and login with your campus username and password

02

On the landing page, click on the 'Alternative Testing.' Tab on the left hand column

03

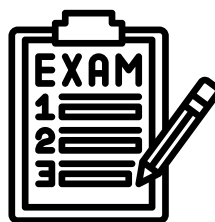
Select the course from the drop down menu and click 'View Alternative Testing Detail' (Don't see this? Please email your professor to acknowledge your Testing Accommodation on the SRC portal and add the Testing parameters. Then proceed to make your appointment)

04

To begin scheduling, click 'Schedule an Appointment.' Follow all the instructions on the screen to schedule your exams/quizzes for your courses

05

Exam and quiz requests must be submitted at least **3 business days** in advance in order to secure a seat at the SRC (weekends do not count)



SRC Portal Link



Important!

- No walk-in appointments
- 15 min grace period (Time will not be given back and possible rescheduling)
- After 3 no shows, you will need to meet with the SRC specialist again to receive Test Accommodation for future appointments