Student Portal
Book A Test
Tutorial

CAE Website

UCLA

Welcome to the Online Student Services

Please select an option from the menu below:

Book a test

My schedule

Request Accommodation Letter for Instructor

Notetaking Requests

Volunteer Notetakers

Staff calendar

UCLA Center for Accessible Education
Box 951426
Los Angeles, CA 90095-1426
(310) 825-1501
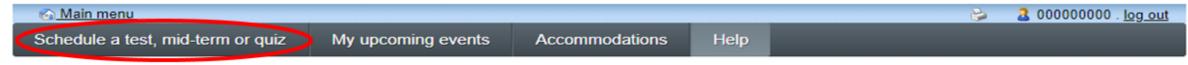
UCLA

Schedule a test, mid-term or quiz | My upcoming events | Accommodations | Help

Student Request for Exam Assistance

Welcome to the UCLA Center for Accessible Education Test-Booking and Accommodations website.

You can use this website to:

- Schedule a quiz, midterm or final exam.
- Check your upcoming scheduled exam dates
- Check accommodations required for each test.

Click here for a PDF with detailed instructions on how to request exam accommodations.

The CAE only accepts proctoring requests via the CAE Student Portal or during Walk-In Hours (M – Th, 11 am to 1 pm). Please do not call or email proctoring requests.

For general questions, please call the Proctoring Center at (310) 825-2651

Thank you,

CAE Proctoring Center
A242 Murphy Hall
(310) 825-2651
caeproctor@saonet.ucla.edu

1. Schedule all quizzes, exams & finals
2. 14 day notice for all requests
3. Any questions? Call the Proctoring Center

UCLA Center for Accessible Education
Box 951426
Los Angeles, CA 90095-1426
(310) 825-1501

UCLA

Welcome

1. Select course
2. Class test date and time
3. Confirm prof info
4. Choose accommodations
5. Select your test time
6. Confirm and complete

CAE Online Test Proctoring

Please read the instructions to insure accurate information.

You will need to have the following information availablle in order to successfully book your test:

- The name and number of the course.
- The professor and /or TA's name and email address.
- Please schedule lecture, lab or discussion, based on when/where the class is taking the exam.
- You must book your exams a minimum of fourteen **(14) days** in advance of the test.
- If you miss the fourteen (14) days notice, please come to the Proctoring Center during walk-in hours, as soon as possible.
- CAE only accepts proctoring requests via the CAE Student Portal or during Walk-In hours (M - Th, 11 am to 1 pm). Please do not call or email proctoring requests.
- **SIGN-UP FOR ALL OF YOUR QUIZZES, MIDTERMS AND FINALS AT THE BEGINNING OF THE QUARTER. DO NOT WAIT.**
- If you sign-up for a test and later decide that you do not require proctoring services, please email caeproctor@saonet.ucla.edu to cancel you from CAE schedule.

You may cancel this process at any time by clicking the 'Cancel' button at the bottom of each page.

Click the 'Next' button below to get started.

[Next] [Cancel]

UCLA Center for Accessible Education
Box 951426
Los Angeles, CA 90095-1426
(310) 825-1501

- 14 days notice
- Do not wait

UCLA

000000000 . log out

Welcome

1. Select course

2. Class test date and time

3. Confirm prof info

4. Choose accommodations

5. Select your test time

6. Confirm and complete

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course: *[▼]

If you do not see your course(s) listed, it may be one of the following issues:

- Verify that you are actually enrolled in the course. If you are on a "Wait list", you will not be able to request accommodations.
- Verify that you have completed the " Request Accommodation Letter to Instructor " process on the **Main Menu**. You must complete this step first in order to see your active courses and request proctoring.

[Previous] [Next] [Cancel]

UCLA Center for Accessible Education
Box 951426
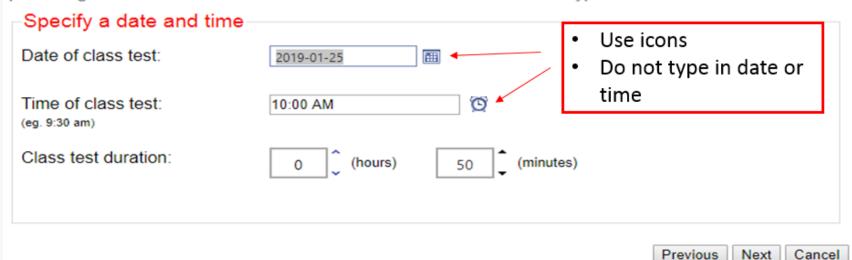Los Angeles, CA 90095-1426
(310) 825-1501

- Sign up for the same time as the class
- If other times need to be scheduled, sign up and then contact the Proctoring Center to make other time arrangements

Welcome

1. Select course
2. **Class test date and time**
3. Confirm prof info
4. Choose accommodations
5. Select your test time
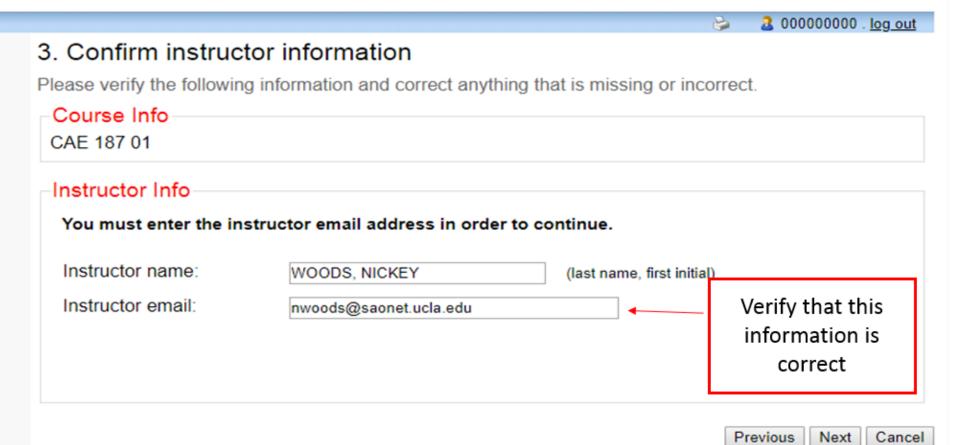6. Confirm and complete

2. Class test date and time

Please specify when the test is taking place. **Only enter the date and time the class is taking the exam.** If you need to take the exam at a different time, enter the class time here and then contact the CAE proctoring center. Use the calendar and clock icons to schedule. Do not type in the date and time.

Specify a date and time

Date of class test: 2019-01-25   📅

- Use icons
- Do not type in date or time

Time of class test: 10:00 AM   🕐
(eg. 9:30 am)

Class test duration: 0 (hours)   50 (minutes)

Previous   Next   Cancel

UCLA

Welcome

1. Select course

2. Class test date and time

3. Confirm prof info

4. Choose accommodations

5. Select your test time

6. Confirm and complete

3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

Course Info

CAE 187 01

Instructor Info

You must enter the instructor email address in order to continue.

Instructor name: WOODS, NICKEY   (last name, first initial)

Instructor email: nwoods@saonet.ucla.edu   ←——— Verify that this information is correct

[Previous] [Next] [Cancel]

UCLA Center for Accessible Education
Box 951426
Los Angeles, CA 90095-1426
(310) 825-1501

UCLA

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counselor.

Available accommodations

* Please check off accommodation(s) that you require for this test only.

☑ Extra Time (LD Formula 100%<=1hr 75%<3hrs 50%>= 3hrs (100% default))

☑ Time - compensated breaks (5 minutes per hour)

☑ Distraction-Reduced Exam Environment

Previous Next Cancel

UCLA Center for Accessible Education
Box 951426
Los Angeles, CA 90095-1426
(310) 825-1501

Only choose the accommodations
you will need for this exam

UCLA

5. Select a date & time to write

Please see the information below, if this is accurate go to next page.

Available dates & times

Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.

◉ Friday January 25 . 10:00 AM to 11:50 AM

A seat was found for you to take your test; please click the 'Next' button below to continue scheduling your test.

[Previous] [Next] [Cancel]

UCLA

Welcome
1. Select course
2. Class test date and time
3. Confirm prof info
4. Choose accommodations
5. Select your test time
6. Confirm and complete

6. Confirm and Complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

Your tentative test information

Tentative test date and time
Fri Jan 25, 2019 . 10:00 AM to 11:50 AM (1 h and 50 m)
Course information
CAE 187 01

Instructor
WOODS, NICKEY . nwoods@saonet.ucla.edu

Class test date / time
Fri Jan 25, 2019 10:00 AM (50 m)
* **Note: this is not your accommodated writing time**

Accommodations required

Extra Time (LD Formula 100%<=1hr 75%<3hrs 50%>= 3hrs (100% default))

Time - compensated breaks (5 minutes per hour)

Distraction-Reduced Exam Environment

Verify information

☐ I acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous   Finish   Cancel

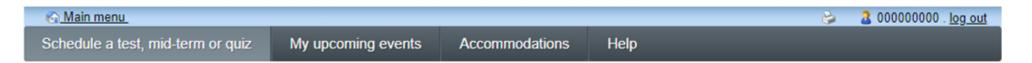UCLA Center for Accessible Education
Box 951426
Los Angeles, CA 90095-1426
(310) 825-1501

Acknowledge & Finish

UCLA

Thank you for your submission.

1. Please go to 'My Schedule' to check the location of your test. Always check after 5 pm the evening prior to you test. Please go directly to the location listed.
2. Please bring all material you will need for your exam. CAE does not supply Blue Books, caculators, pen, erasers etc.
3. Classrooms don't always have clocks, it is recommended to bring a watch. Cellphones/smart watches cannot be used as a watch.

Schedule another test

UCLA Center for Accessible Education
Box 951426
Los Angeles, CA 90095-1426
(310) 825-1501

- Check "My Schedule" for location
- CAE does not provide Blue books, calculators, etc.
- Not all classrooms have clocks, bring a watch