Confirm an Examination Listing
Version 2021-01

A student can login to My SDC Online by visiting https://sdc.ucdavis.edu/studentportal Upon logging in if you are eligible for classes you will be presented with the Welcome Page below. If you have an examination scheduled by your instructor the listing will appear in the bottom portion of the page. Below is an example.

Exams listed in this area are being proctored by Accommodated Exam Services (AES). It is important that you either confirm the date and time of the examination or schedule a new time using the functionality provided.
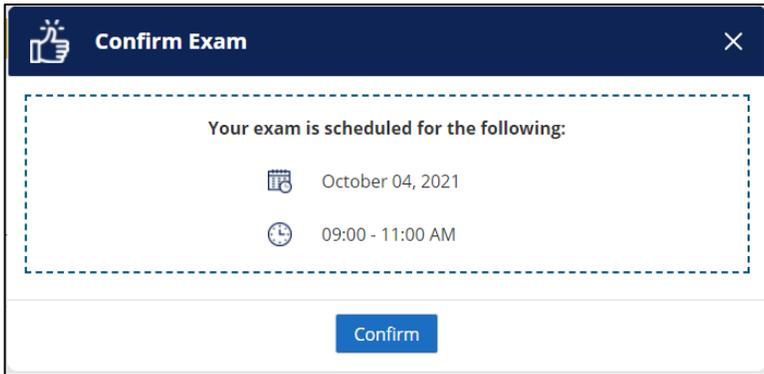

Confirm Time

Select this icon if you are going to confirm the examination on the date and time listed with no changes. Whenever possible we encourage you to select this option.
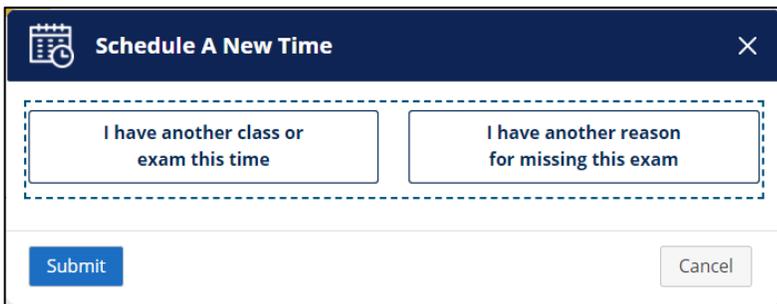
Schedule New Time

Select this icon if you want to change the date and time listed before you confirm the examination.

If you confirm the examination on the date and time listed with no change you will see the following dialog box appear.

Confirm Exam

Your exam is scheduled for the following:

📆 October 04, 2021
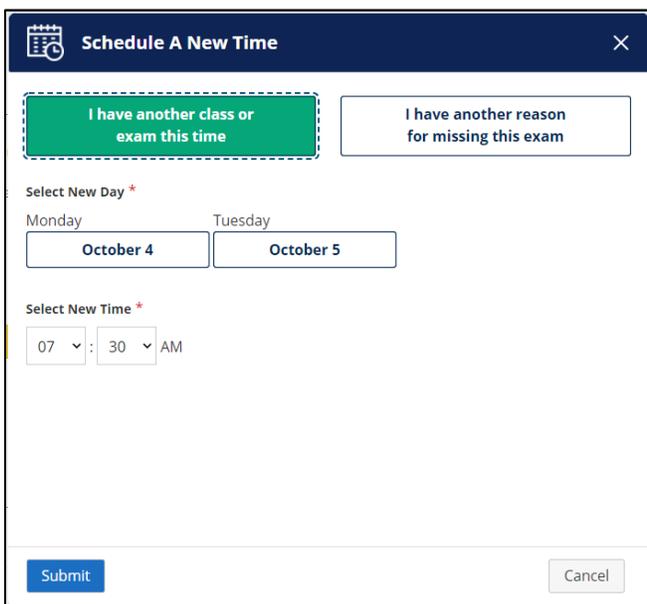
🕐 09:00 - 11:00 AM

Confirm

Select the **Confirm** button to continue. Once completed you will receive an email notification confirming your selection.

If you want to change the date and time listed before you confirm the examination you will see the following dialog box appear.

Schedule A New Time

| I have another class or exam this time | I have another reason for missing this exam |

Submit   Cancel

You are presented with two choices.

Schedule A New Time

I have another class or exam this time | I have another reason for missing this exam

Select New Day *

Monday   Tuesday

October 4   October 5

Select New Time *

07 ∨ : 30 ∨ AM

Submit   Cancel

If you select **I have another class or exam this time** then you will be presented choices based on your faculty's preferences.

In this example, a student is being allowed to reschedule the examination anytime the day of the examination or the day immediately following the scheduled examination.

If no additional dates and time of day are listed then your faculty did not provide AES any.

Select the **Submit** button when you have finished.

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If you select **I have another reason for missing this exam** then you will be asked to provide an explanation for your request.

All such requests must then be coordinated with your faculty member by [Accommodated Exam Services](#).

Select the **Submit** button when you have finished.

Your examination will be proctored by [Accommodated Exam Services](#) (AES) located in the Cowell building next to the SDC main office.

Once your examination has been completed it is uploaded into My SDC Online for your faculty to retrieve.

Confirm Exams

ZZZ 999 Lecture	Date	Time	Confirm Time	Schedule New Time
Examination	October 04, 2021	09:00 - 11:00 AM	👍 Completed	

If you have any additional questions concerning the materials in this handout contact AES via email at examaccom@ucdavis.edu