Student Portal

Book A Test

Tutorial

CAE Website
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
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

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

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

Please read the instructions to insure accurate information.

You will need to have the following information available 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.

- 14 days notice
- Do not wait
- Remember to request your Accommodation Letter
- Only Active courses will be displayed
• 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

Specify a date and time

- Use icons
- Do not type in date or time
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
Instructor email: nwoods@saonet.ucla.edu

Verify that this information is correct
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

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% \(\leq 1\)hr 75%\(<3\)hrs 50%\(\leq 3\)hrs (100% default))
- Time-compensated breaks (5 minutes per hour)
- Distraction-Reduced Exam Environment

Only choose the accommodations you will need for this exam

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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.

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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%&lt;=1hr 75%&lt;=3hrs 50%&lt;=3hrs 100% default)
  Time - compensated breaks (5 minutes per hour)
  Distraction-Reduced Exam Environment

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

Previous  Finish  Cancel
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, calculators, 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.

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