

This form must be submitted 48 business hours in advance of the test date. (excluding weekends)

## PERMIT TO SCHEDULE TEST

Submit one request form per class.

Submit one request form per test.

# LOG IN

- <https://www.waketech.edu>
- (Scroll to bottom of page)
- Click on Current Students
- Click on Disability Support
- Click on Current DSS Students
- Testing (Southern & Northern Campuses Only)
- Click on Permit to Schedule Test Form
- Log into portal with Wake Tech ID and Password

Today's Date

July 11, 2018

THE DATE WILL POPULATE

# Permit to Schedule a Test

**This form must be submitted 48 business hours in advance of the test date. (excluding weekends)**

1. Submit one request form per class.
2. Submit one request form per test.

Today's Date

July 25, 2018



Student ID

1925938

Name

Wanda Kellyman

Wake Tech Email

wckellyman@waketech.edu

Test Campus

Select Campus ▼

On Campus Test Date

Class and Course # (example: ENG 111)

Instructor First and Last Name

Instructor Email (example: jdoe@waketech.edu)

**Online Classes Only (Complete the following section if this test/exam is for an ONLINE COURSE).**

Online Course Test Date

Preferred Time

Submit

Student ID

YOUR STUDENT ID WILL POPULATE

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Name

YOUR NAME WILL POPULATE

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Wake Tech Email

YOUR WAKE TECH EMAIL WILL POPULATE

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# Test Campus

Select Campus ▼

PLEASE SELECT THE CORRECT CAMPUS

THE CHOICES SHOULD INCLUDE  
NORTHERN, SOUTHERN & ONLINE

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On Campus Test Date

LIST YOUR TEST DATE

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On Campus Test Date



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Class and Course # (example: ENG 111)

LIST YOUR CLASS & COURSE #  
EXAMPLES INCLUDE ENG 111, SOC 210 ETC.

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Instructor First and Last Name

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Instructor First and Last Name

LIST YOUR INSTRUCTOR'S FIRST AND LAST NAME

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Online Course Test Date

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Submit



Instructor Email (example: jdoe@waketech.edu)

CHECK YOUR SYLLABUS OR BLACKBOARD  
FOR YOUR INSTRUCTOR'S EMAIL ADDRESS  
& LIST IT IN THE BOX BELOW

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Online Course Test Date

Preferred Time

Submit



ARE YOU TAKING A CLASS ONLINE?

Test Date

Preferred Time

IF YOU ARE TAKING AN ONLINE CLASS PLEASE FOLLOW THE STEPS  
STEP 1: LIST THE SELECTED TEST DATE  
STEP 2: LIST THE PREFERRED TEST TIME

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A rectangular button with a thick black border and a light gray gradient background. The word "Submit" is centered on the button in a black, sans-serif font.

Submit

PLEASE SELECT THE SUBMIT BOX



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Submit



# TEST CONFIRMATION

DSS TESTING WILL SEND A TEST CONFIRMATION TO THE STUDENT'S WAKETECH EMAIL ONCE THE TEST HAS BEEN SCHEDULED WITH THE DATE AND TIME OF TEST.

IT IS IMPORTANT THAT YOU  
CHECK YOUR EMAIL!