ProctorU is fully ADA compliant. Please follow the below steps to ensure accommodations are documented accurately for your exam sessions. This will ensure a smooth testing process for test takers, as it notifies our proctors of any additional resources being allowed, extra time being allotted, any extra breaks, or needed scribes/aids for the exam.

1. Click on the exam the test taker will be taking
2. Press the exam options drop box menu. Then click edit this exam.
3. Scroll down to the additional exam notes field and add all the needed accommodation information

4. Press **Submit** to finalize changes

5. You can also add these details to new exam sessions as they’re being created, provided it’s being done directly in ProctorU

Note: We are working on creating a faster process to add accommodations and we will keep you updated as to when this will be available