How to schedule NWACC testing appointments on the Bentonville Campus

To schedule an NWACC testing appointment on Accudemia, follow these steps:

1. Open nwacc.accudemia.net

2. Log-In using your NWACC email address and password.

3. Click the **blue** "Schedule Appointment" box.

4. Choose a testing option:

    - Computer Based Testing: Select this if you are taking an exam or quiz on Canvas or MyMathLab.

    - Disability Accommodation Testing: Select this if you are using Disability Resource Center-approved accommodations.

    - Paper/Pencil Testing: Select this if you are taking a paper/pencil test.

5. Click the **blue** "Continue" button.

6. Select your class subject area, then find your professor's name. If your professor is not listed, choose Other Instructor.

7. **Under "Pick date and time" choose the <u>duration/length of your exam</u>.** If you have accommodations, select the length including any additional time. Only the available times and testing stations will be displayed after you choose the length of your exam. If you are testing on Friday or Saturday and would like to test at 11:00am, you MUST choose your exam length as 1 hour, and you will be allowed to test until we close at 1:00pm.

Available Slots

Specific Station

- Any available station -

Days of Week   Select All   Select None   Select Mon-Fri

☑ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☑ Sat

Pick date and time

Duration: 1 hour   Showing this week ‹ Prev 📅 Next ›   ⊞ Change View ▾

Monday, Oct 7

Bentonville Campus Computer A4

| 10:30 AM | 11:00 AM | 11:30 AM | 12:00 PM | 12:30 PM | 1:00 PM | 1:30 PM | 2:00 PM | 2:30 PM |
| 3:00 PM | 3:30 PM | 4:00 PM | 4:30 PM | 5:00 PM | 5:30 PM | 6:00 PM | 6:30 PM | |

8. Select a station and time that works for you by choosing an available **green** button.

9. Continue to the next step to review your appointment details. You can add notes to your appointment, such as the exam number. Make sure to click the **green** "Confirm" button — otherwise, your appointment will **<u>not</u>** be scheduled.

Once confirmed, you will receive a confirmation email with the date, time, and additional information concerning your testing appointment.

If you have any issues with scheduling your test, please email testingcenter@nwacc.edu