

## Completing the exam request:

1. Go to the ASTRA Online Application at [go.illinois.edu/ASTRAScheduling](http://go.illinois.edu/ASTRAScheduling). (login not needed)
2. Click the “Exam Request Form” under the Request an Event section in the upper right.
3. Complete the contact information section.
4. Complete the exam general information section.
  - a. If you have multiple sections of a course and want to differentiate them, please make sure you provide either a section ID or an instructor name in the “Subject Abbreviation and Number” as that will be how the exam is listed on our documentation and in all of your email correspondence.
  - b. Please indicate the timing of the request. If the exam request is during the class time, please let us know where the section meets so we can look for nearby locations when possible.
  - c. Do not include extra seating in your enrollment number. We only want the number of students taking the exam. The next question addresses alternate seating.
5. The “Add Meeting” button is where you request your exam date(s) and time(s).
  - a. **If you have only one exam:**
    - i. Complete the start and end time fields. If you start typing your times in the box, it will auto-fill.
    - ii. Use the calendar on the start date to select the date. If you click in the end date box, the date will auto-fill to the same date.
    - iii. Enter your meeting name and type.
  - b. **If you have multiple exams:**
    - i. Hit the “multiple” radio button.
    - ii. Complete the start and end time fields. If you start typing your times in the box, it will auto-fill.
    - iii. Select ALL of the specific dates you need. Then click the right arrow to enter those dates. It will ask you for a meeting name which should match the exam name.  
(Note) The red X on the right will allow you to remove entire groups or single days (when groups are expanded) inputted incorrectly.
6. If you need conflict exams scheduled, please complete the conflict exam information.
7. If there is information you have not told us that is important in securing the right space for your exam(s), please list it in the additional comments section.
8. Hit Submit when complete. Any required missed items will be highlighted with a red underline. If you cannot finish the form at that time, there is not a way to save it incomplete. You CAN leave the browser window open for 60 minutes before the application times out. The time out will not log you out/notify you; you know if you went too long if you do NOT get a confirmation email that your request was submitted.