

UNO Testing Center Student Make-Up Exam Registration Instructions

Your professor has requested that you take your Make-Up Exam at the UNO Testing Center located in Kayser Hall Room 522.

Please follow the instructions below to schedule a day and time to take your Make-Up Exam.

- Enter via MavLINK - **Click on Academics**
- Under Academics - **Click on Register for Exams**
- On the **Test Registration Management** page - next to **My Pending Tests**
- **Click on the Click Here to Register for an Exam**
- Under **Choose a Group** - **Click on Make-Up Exams**
- Under **Choose a Group** - **Click on the College of your Make-Up Exam**
- Under **Choose an Exam**
- **Click on your - Course Name / Number / Section / Exam / Instructor**
- Under **Choose a Date**
- In the calendar - **Click on the Day** you want to take the exam
- Under **Choose a Time** – **Click on a Time** to take your exam in the drop-down box
- **Scroll to Bottom of Page** - **Click on Add to Cart**
- **On the Next Page**
- Finish registering for your exam by **Clicking on Complete Registration**

You will receive an auto-response email confirming the location, date, and time of your exam.

You will not be able to take the exam if you check in outside the dates and times noted in the registration system.

Bring photo ID to the Testing Center on exam day.

Please contact the UNO Testing Center by email at unotestingcenter@unomaha.edu or by phone at 402-554-4800 with any questions.

The Testing Center is open from 7:30 a.m. to 5:00 p.m. on M-F (all testing ends at 4:30 p.m.).