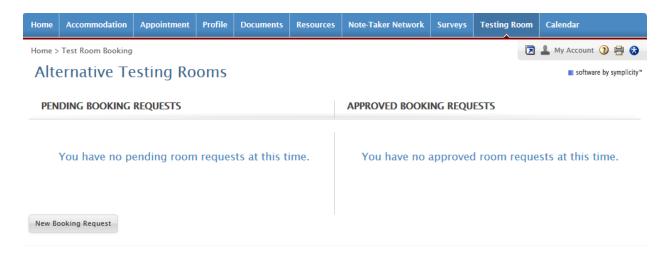
How to Schedule an Exam

After logging in to Accommodate, click on the Testing Room tab in the blue bar.

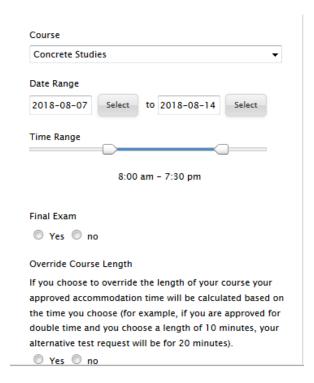


On this page, you will be able to view all of your requested and approved test room bookings.

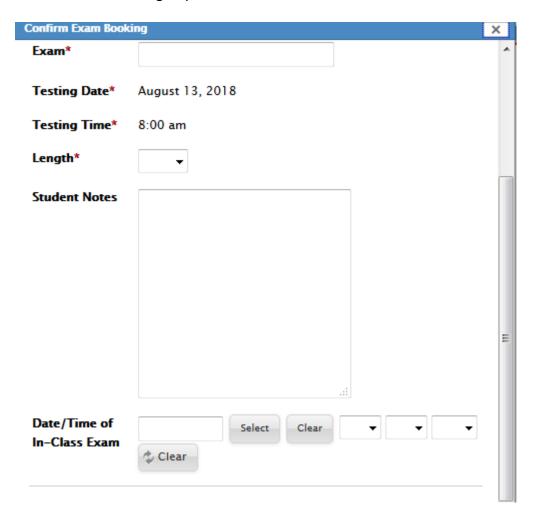
Click on "New Booking Request" to submit a test room request.

You will need to choose which course this exam is for and make selections for the day/time you wish to schedule the exam. If none of the available times fit your schedule please contact Shelbie D'Annibale, Accessibility Services Coordinator, at shelbie.dannibale@wilson.edu.

Alternative Testing Rooms



Confirm exam-booking request



When confirming exam booking please indicate which exam you are scheduling (e.g. exam 4, midterm etc.), length of time, and any notes you feel would be relevant to your request. Also include the date/time of when the rest of your class will be taking the exam.

Please know that a request for an exam that varies greatly from when the rest of the class is taking it will need faculty approval.

Once you have confirmed the exam booking, the request will show in your Testing Room tab. You will receive an email notification once the request has been approved. The request will then shift to the right side of the Testing Room tab screen.

