

## How to Schedule an Exam

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

The screenshot shows the 'Testing Room' tab selected in the top navigation bar. Below the navigation bar, the breadcrumb 'Home > Test Room Booking' is visible. The main heading is 'Alternative Testing Rooms'. On the right, there are links for 'My Account', a help icon, a printer icon, and a star icon, along with the text 'software by simplicity™'. The page is divided into two columns: 'PENDING BOOKING REQUESTS' and 'APPROVED BOOKING REQUESTS'. Both columns display the message 'You have no pending room requests at this time.' and 'You have no approved room requests at this time.' respectively. A 'New Booking Request' button is located at the bottom left of the pending requests column.

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 Shelby D’Annibale, Accessibility Services Coordinator, at [shelbie.dannibale@wilson.edu](mailto:shelbie.dannibale@wilson.edu).

### Alternative Testing Rooms

The form is titled 'Alternative Testing Rooms'. It contains the following fields and options:

- Course:** A dropdown menu with 'Concrete Studies' selected.
- Date Range:** Two date input fields. The first is '2018-08-07' and the second is '2018-08-14'. Each has a 'Select' button next to it.
- Time Range:** A horizontal slider with a blue bar indicating the selected range. Below the slider, the text '8:00 am - 7:30 pm' is displayed.
- Final Exam:** Two radio buttons labeled 'Yes' and 'no'. The 'no' button is selected.
- Override Course Length:** A section with explanatory text: 'If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes).' Below the text are two radio buttons labeled 'Yes' and 'no'. The 'no' button is selected.

## Confirm exam-booking request

**Confirm Exam Booking** ✕

**Exam\***

**Testing Date\*** August 13, 2018

**Testing Time\*** 8:00 am

**Length\***

**Student Notes**

**Date/Time of In-Class Exam**

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.

Home Accommodation Appointment Profile Documents Resources Note-Taker Network Surveys **Testing Room** Calendar

Home > Test Room Booking My Account ? Print

Alternative Testing Rooms software by simplicity™

**PENDING BOOKING REQUESTS**

**Testing Space 205**  
Concrete Studies exam 2  
August 13, 2018 8:00 am  
@ Library, ,

**APPROVED BOOKING REQUESTS**

You have no approved room requests at this time.