Accommodate Instructions

Scheduling an Appointment

1. Once you are logged in select Testing Room locate on the left side of the screen.

2. Click New Booking Request at the bottom of the screen.

3. Select your course from the drop-down menu.
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4. Accommodate automatically calculates appointment length based on your accommodations and the length of a course, but you must search for available rooms using the following search options:
   a. Date Range
   b. Time Range
   c. Building (always select Trent Hall)
   d. Rooms
   e. Days of the Week

5. You must also specify whether or not this exam is a final exam and whether or not you need to override the course length. If you select yes under Final Exam, Accommodate will calculate your appointment length based on the time limit for final exams. If you select yes under Override Course Length, Accommodate will calculate your appointment length based on a new time limit. You should only override the course length if the time limit for this exam is less than the length of class. If so, select yes under Override Course Length. Then, enter the actual time limit on the exam in the field below.
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6. Select a room on the right side of your screen. Day and time options will be automatically restricted to your class day and time. Select any available option to continue. *If your schedule conflicts with these options, read the instructions below titled *Testing Outside of Class Day and Time*.

7. To confirm booking, complete all required fields. Be sure to enter the exam title as it appears on your syllabus.
If you overrode the course length, select Yes. Explain why you overrode the course length in the field below.

If you receive breaks without penalty as an accommodation, decide how many breaks you will need during this exam and how long each break will be. Write this information in the Student Notes section. If your appointment request is approved by your instructor, the Testing Center will update your appointment to include break time. This will be reflected in your confirmation email.

Example: I will need to take three 5 min breaks. Please add a total of 15 extra minutes to my appointment length.
8. Lastly, read and agree to the Integrity and Testing Center Policy agreements. Then, click **Submit Request**.

9. All requests will remain under *Pending Booking Requests* until approved or declined by the Testing Center. You will receive an email confirmation once your appointment has been approved or declined.
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Testing Outside of Class Day and Time

If you have not done so already, read the instructions titled *Scheduling an Appointment* above.

1. To begin, go through the appointment scheduling process as usual. Once room options have populated on the right side of your screen, click any available option, even if you are unable to test that day.

2. Complete all required fields as you usually would. When you get to the *Student’s Notes* section, write a note to your instructor requesting your desired testing date and time and provide an explanation for this request. Make sure your request includes both the date and time of your desired appointment.

If you need to test outside of class time, explain why here. Enter the desired date and time of your test. If your desired time is approved by the instructor, the Testing Center will update your appointment. This will be reflected in your confirmation email.
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3. Once you have completed the form, click Submit. All requests will remain under Pending Booking Requests until approved or declined by the Testing Center. If your desired time is approved by the instructor, the Testing Center will update your appointment. This will be reflected in your confirmation email.