Accommodate Instructions

Review a Test Room Booking Request:

1. Once successfully logged in to Accommodate, click Courses on the left side menu.

2. Scroll down and select the course for which you have a pending request.

3. Then select Room Bookings.

Proctoring 101

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Enrolled Students</th>
<th>Room Bookings</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Click *Pending* to view any pending booking quests. Click the on the student’s name to open their booking request.

5. Review all *Student Information* by scrolling down. You will not be able to edit this information.

*Pay special attention to *Length Override, Length Override Explanation, and Student’s Notes*. Student responses will appear in **bold** in these sections and students will make special requests using the *Student’s Notes* section.
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6. Approve or decline the request based on Student Information by selecting Yes or No under Appointment Approval. Approving this booking will also approve any requests made in the Student’s Notes section. If selecting No, the Rescheduling Required field will pop up. Complete this field and click submit. If selecting Yes, continue to Step 7 on the next page.

Yes, I have reviewed and understand the policies listed on the Testing Center website.

Student Notes
Request alternate testing appointment here. Include the following reasons you are unable to test at class time, preferred testing date, and preferred testing time. Please note: This new appointment must fall within 48 hours after class appointment of the exam to be approved.
I have back to back class on this day and cannot test at class time. I actually need to schedule my appointment for Friday, September 13th at 2:00pm.

Instructor and Course Information
Please enter all required information about the instructor, course, and exam below. Enter optional information when necessary.

Appointment Approval *
Is student information on this form accurate, including the title of the exam, and do you give your consent for the student to test with the Testing Center according to the details listed in the above section?  
  ○ yes  ○ no

Emergency Contact *
Please enter the name of the person we should contact if an issue arises.

Emergency Contact Method *
How would you like to be contacted if questions and/or issues arise during the test administration?

Instructor Notes

7. Confirm that all information is entered correctly. Then click Submit to send your approval of the request to the Testing Center.

8. You will receive an email notification upon successful submission. Requests will remain pending until they are approved or declined by the Testing Center.