Accommodate Instructions

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.