**Accommodate Instructions**

**Scheduling an Appointment**

1. Once you are logged in select *Testing Room* located 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.
Accommodate Instructions

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.

Alternative Testing Rooms

Course
Proctoring 101

Date Range
2019-08-30
2019-09-13

Time Range
08 30 am
08 00 pm

Override Course Length
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 60 minutes, your alternative test request will be for 20 minutes).

Specific Accommodation Required
STUDENT ACCOMMODATIONS/Test in Minimally Distracting Environment

Room(s)

Building

Days of the Week
Sun Mon Tue Wed Thu
Fri Sat

Check Availability
Back To My Booked Rooms
Accommodate Instructions

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.

Thursday, Sep 5, 2019

Course
Proctoring 101

Start Date
2/14/2021

Start Time
09:00 - 12:00

End Time
12:00 - 03:00

Test Range
09:00 - 12:00

Building
Time Hall

Thursday, Sep 5, 2019
14 of 14 rooms available

Thursday, Sep 5, 2019

Group Room #2

Time Range
09:00 - 12:00

Building
Time Hall

Thursday, Sep 5, 2019
14 of 14 rooms available

Friday, Sep 6, 2019

Course
Proctoring 101

Exam

Test Range
09:00 - 12:00

Building
Time Hall

Friday, Sep 6, 2019
14 of 14 rooms available

7. To confirm booking, complete all required fields. Be sure to enter the exam title as it appears on your syllabus.
Accommodate Instructions

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.
Accommodate Instructions

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.

Alternative Testing Rooms
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.
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.