

Two Business Days' Exam Scheduling Notice

In order for ACCESS to effectively facilitate scheduling your exams, you must provide ACCESS with **two working/business days' advanced notice** when scheduling your quizzes, exams, and finals with accommodations at ACCESS. Please review the following chart to better understand your scheduling deadlines:

Your booking request must be submitted through Accommodate by 4:30 p.m. on:	If you want to take a test at ACCESS on
Thursday →	Monday
Friday →	Tuesday
Monday →	Wednesday
Tuesday →	Thursday
Wednesday →	Friday

To ensure the easiest experience, you should submit your test booking request through Accommodate no later than 48 hours prior to when your class will be taking this quiz or exam. If you submit your request within the 48-hour window BUT before 4:30 p.m., please select the earliest timeslot available on the day of the exam, select "No" when asked "Is this the same time your class is taking the exam?" and provide a note stating what time you will **actually** be at ACCESS.

Once your booking request has been submitted, your request will appear under "Pending Booking Requests" and your faculty will be notified of your request. Your request will remain "pending" until your faculty logs into Accommodate to approve the request, at which point ACCESS will review the request and approve your exam booking so long as it is in compliance with our policies. If your exams seem to always be languishing in "pending," feel free to send your faculty friendly reminders to review your requests. For additional instructions on how to schedule your exams, see "Scheduling Quizzes, Exams, and Finals" below.

Scheduling Conflicts

You should be scheduling your ACCESS quiz and exam booking requests at the same time your class will be taking them unless you have a conflict, such as back-to-back courses which would interfere with receiving an accommodation (such as extended time). If you have a conflict which prevents you from scheduling your exam at the same

time your peers will be taking it, please select “No” when asked “Is this the same time your class is taking the exam?” and provide an explanation before submitting your booking request for *the time at which you will be taking your exam at ACCESS*. To minimize confusion, it is best to communicate with faculty prior to submitting a request to take an exam at an alternative time.

Scheduling Late Afternoon/Evening Exams

If your class meets at a time later than 2 p.m., you may schedule your exam booking with ACCESS for the same time your class meets. If your instructor permits you to start the exam earlier than the class, you may schedule your exam for a time earlier that afternoon.

If you have extended time as an accommodation and are scheduling an exam booking at a time alternative to class-time for a class which meets earlier than 2 p.m., you must schedule your exam no later than 2 p.m. If you are scheduling a make-up exam, it must also be scheduled no later than 2 p.m.

All exams for classes which meet up until and including 2 p.m. must be completed by 4:30 p.m.

***In other words:** the only reason you should be testing at ACCESS after 4:30 p.m. is if you are enrolled in a late afternoon/evening class and you are taking an exam concurrent with your class that day.*

Scheduling Quizzes, Exams, and Finals

Scheduling your quizzes and exams through Accommodate is fairly easy. Please follow these instructions; if you encounter difficulties, please let us know and we will help!

Step 1: Log-in to [Accommodate](#).

Step 2: Click the "Testing Room" tab at the top of your screen.

Step 3: On the new screen, you will see "Pending Booking Requests" on the left and "Approved Booking Requests" on the right (you should have none approved if you are just starting). Click on the "New Booking Request" button.

Step 4: On the next screen, select your course from the pulldown menu.

Step 5: Fill in the time and date for your first known quiz or exam.

Step 6: Click on "Refine Results" to ensure there is availability at ACCESS, which is displayed on the right.

Step 7: When you are ready to select your timeslot at ACCESS (which should match your class's meeting time), click on the text "Testing Space" and describe what type of exam this is (e.g. weekly quiz, Exam #2, Final Exam, etc.) and indicate whether this is indeed the time the class is taking the test.

NOTE: If you are requesting to take your test at a time different than when your class is taking it, please select "No" and provide an explanation. Regardless of your reason for scheduling your exam at a time different from your class's meeting time, you may not schedule exams later than 2 p.m. if the class for the test in question does not begin later than 2 p.m.!

Step 8: Click "Submit Request." Congratulations! You just scheduled your first exam! You can now review your scheduled tests for accuracy and cancel or reschedule as needed.

Step 9: Repeat Steps 3-8 as needed!

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Once again, if you have any questions, please do not hesitate to contact ACCESS!