**BU** Disability & Access Services

How to Schedule an Exam at the Academic Testing Center Using Accommodate - For Students

*Students who have exam accommodations approved by Disability & Access Services may schedule to take an exam at the Academic Testing Center, located at 930 Commonwealth Ave. West.  Please do so at least 3 calendar days in advance of your exam.*

Please see our Academic Testing Center FAQs for commonly asked questions and answers.
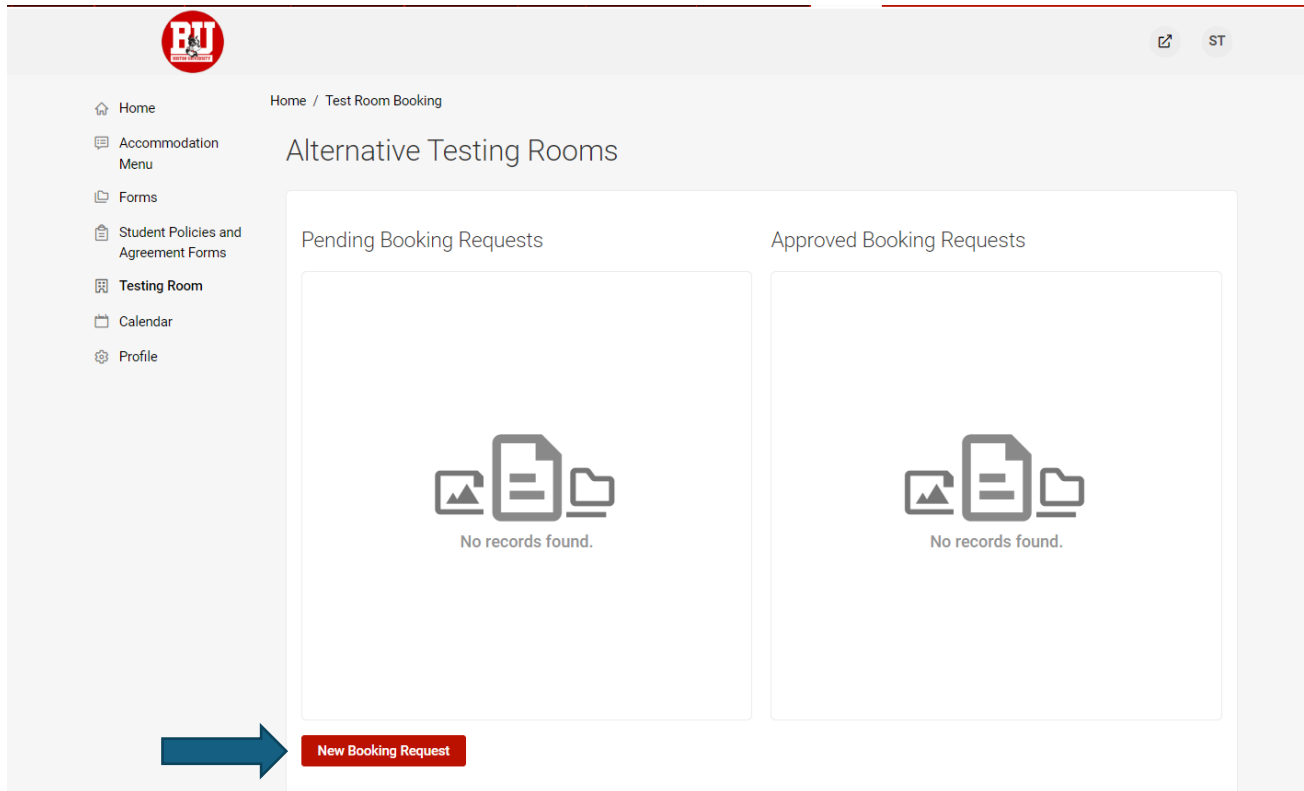
1. To log into Accommodate, go to https://c222-shib.symplicity.com/sso/.

2. When prompted, enter your BU ID and password.

3. On the left side of the Accommodate homepage, click on the **Testing Room** Tab.

\*\*\*If you do not see the Testing Room Tab, please contact us at testing@bu.edu so we can troubleshoot the problem with you\*\*\*

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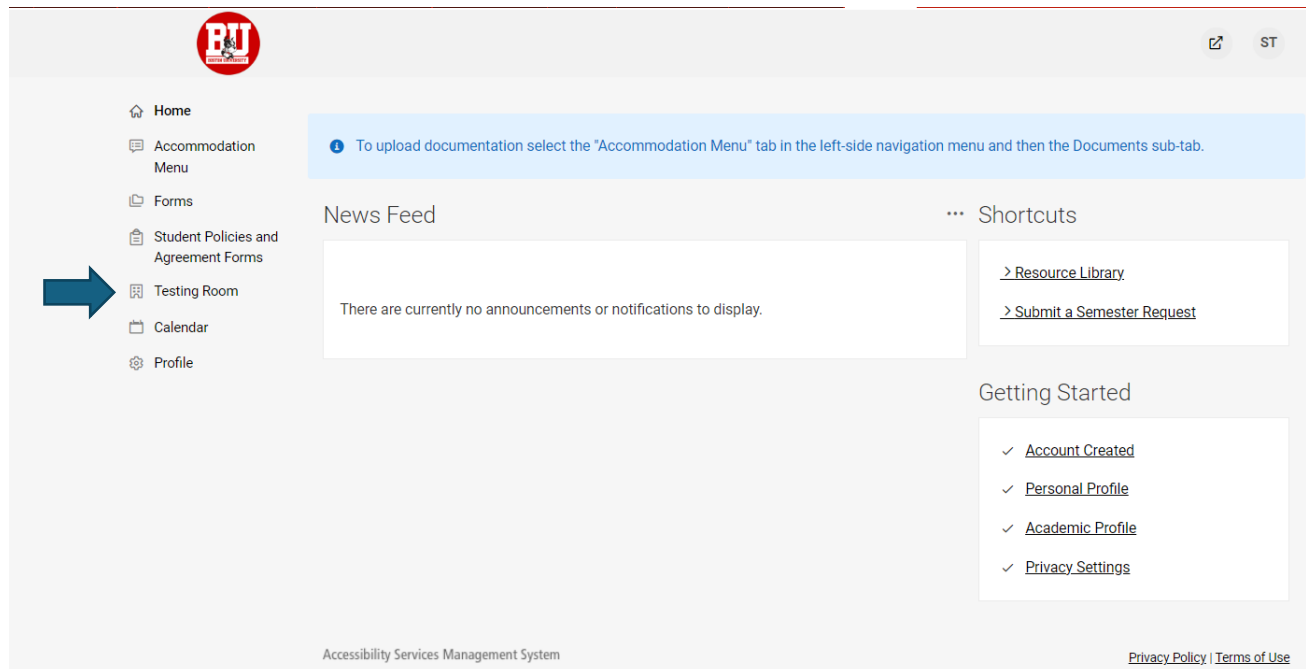
4. This will bring you to the Alternative Testing Rooms webpage. Click on **New Booking Request** at the bottom.

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5. Click on the drop down menu under **Course**.  Leave **Exam** blank for now.

6. Select the **Exam** or leave it blank if the Exam has not been added by the professor yet. Use the **Date Range** function below to select the date of your exam. Remember you must sign up to take your exams on the same day and time that the rest of your class is taking them, unless your professor has approved an alternate date and time. Set both the start date and end date to the same date. You can enter the date manually or click on the calendar icons to have a calendar pop up to select the date you need. Select the correct **Time Range**. and leave the Length blank. For the Building, select **Testing Center**.

7. Click on **Check Availability** at the bottom of the page. The right side of the page should show a list of times for that date.

8. Looking at the times on the far right of the page, find the time of your exam. Click on a room available next to that time.

9. After selecting your time, a pop-up window will appear. If the **Exam** name is blank, enter a name the instructor will clearly recognize. Click **Submit Request** once you are finished.



10. Repeat this process for any additional exams you wish to book. You will receive an email notification that the request has been submitted, and another notification when the appointment has been approved by the Academic Testing Center.

**Your instructor will also receive a notification that you scheduled the test, however, it is still a good idea to remind them that you are planning to take the exam in the Academic Testing Center and that they need to send the exam over to us.**

Reminders

- DAS will only proctor in-person exams. If the exam is being administered remotely to the rest of the class, it must be administered remotely to you as well.

- If you want to take an exam with us at a different time than the rest of the class, you need to speak to your professor to get permission to do so and have them email testing@bu.edu to let us know that you have permission.

- Please sign up for exams at least 3 calendar days in advance. If the system tells you that there are no spaces available, contact us at testing@bu.edu to ask if there is space for you to take the exam. There is a good chance we can find space for you despite what the system says, so don't be shy!