

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.

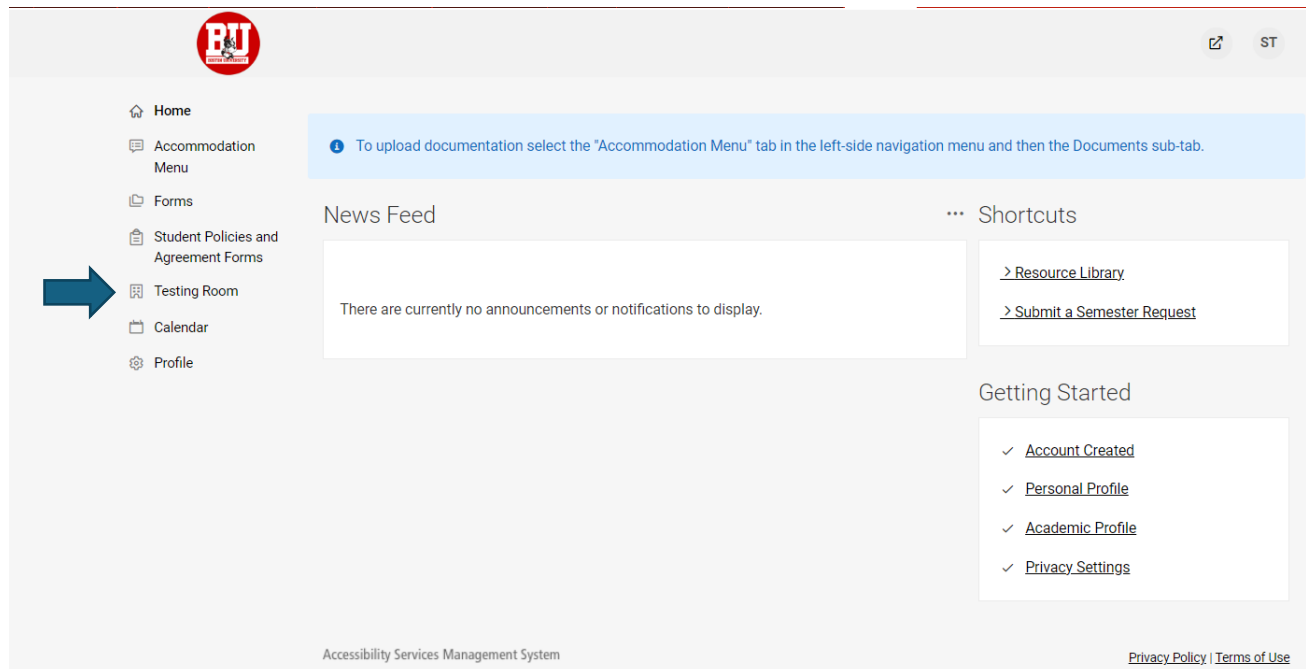
Please see our Academic Testing Center FAQs for commonly asked questions and answers.

1. To log into Accommodate, go to <https://c222-shib.symplicity.com/sso/>.

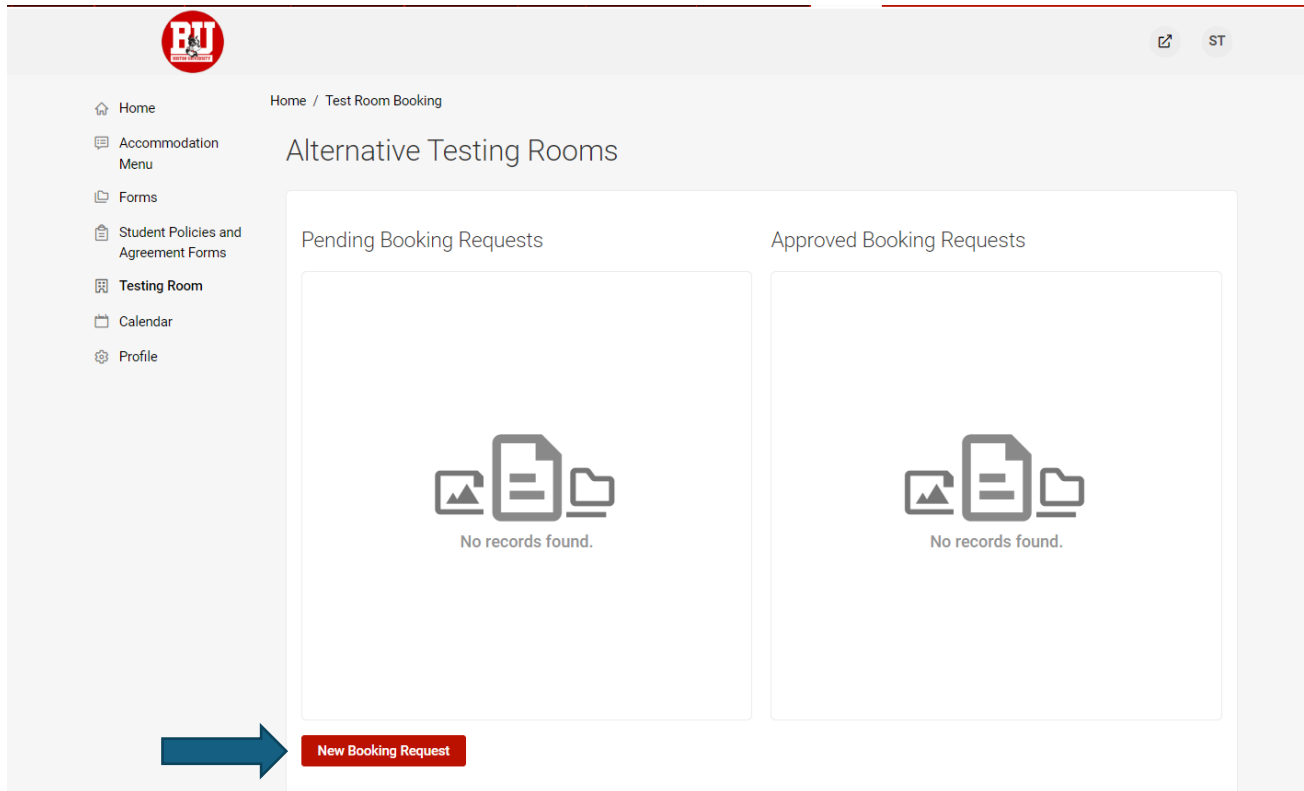
2. When prompted, enter your BU ID and password.

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



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



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

The screenshot shows the 'Alternative Testing Rooms' booking page. On the left, a navigation menu includes 'Home', 'Accommodation Menu', 'Forms', 'Student Policies and Agreement Forms', 'Testing Room' (highlighted with a blue arrow), 'Calendar', and 'Profile'. The main content area has a breadcrumb 'Home / Test Room Booking' and the title 'Alternative Testing Rooms'. Below the title, there are two dropdown menus: 'Course' and 'Exam'. The 'Course' dropdown is open, showing 'SAMPLE COURSE 3 (CAS EC)' as the selected option. To the right of these dropdowns, there is a large circular arrow icon with the text 'Start by choosing a single search filter'.

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**.

ST

Home / Test Room Booking

Alternative Testing Rooms

Exam

Date Range

2024-04-25 to 2024-04-25

Time Range

02 00 pm Clear

to

04 00 pm Clear

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 10 minutes, your alternative test request will be for 20 minutes).

☐ Yes ☐ No

Building

Testing Center

Check Availability Back To My Booked Rooms

Start by choosing a single search filter

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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.

Home / Test Room Booking

Alternative Testing Rooms

Exam

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Time Range

02 00 pm Clear

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Override Course Length

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☐ Yes ☐ No

Building

Testing Center

Check Availability Back To My Booked Rooms

Thursday, Apr 25, 2024

250J	(1 of 1 slots available)	2:05 pm
250C Solo Testing Environment (1 of 1 slots available)		
250H	(1 of 1 slots available)	
See 2 More		
250J	(1 of 1 slots available)	2:20 pm
250C Solo Testing Environment (1 of 1 slots available)		
250H	(1 of 1 slots available)	
See 2 More		
250J	(1 of 1 slots available)	2:35 pm
250C Solo Testing Environment (1 of 1 slots available)		
250H	(1 of 1 slots available)	
See 2 More		

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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.

Alternative Testing Rooms

Exam:

Date Range: 2024-04-25 to 2024-04-25

Time Range: 02:00 pm to 04:00 pm

Override Course Length: ☐ Yes ☐ No

Building: Testing Center

[Check Availability](#) [Back To My Booked Rooms](#)

Thursday, Apr 25, 2024

Room	Time
250J (1 of 1 slots available)	2:05 pm
250C Solo Testing Environment (1 of 1 slots available)	2:05 pm
250H (1 of 1 slots available)	2:05 pm
See 2 More	
250J (1 of 1 slots available)	2:20 pm
250C Solo Testing Environment (1 of 1 slots available)	2:20 pm
250H (1 of 1 slots available)	2:20 pm
See 2 More	
250J (1 of 1 slots available)	2:35 pm
250C Solo Testing Environment (1 of 1 slots available)	2:35 pm
250H (1 of 1 slots available)	2:35 pm
See 2 More	

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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.

The screenshot shows the 'Alternative Testing Rooms' booking page. A pop-up window titled 'Confirm Exam Booking' is displayed in the center. The pop-up contains the following fields and information:

- Testing Room ***: 250J
- Course ***: SAMPLE COURSE 3 (CAS EC)
- Exam ***: CAS EC 299 A1 Final Exam (indicated by a blue arrow from the 'Exam' field on the main form)
- Testing Date ***: April 25, 2024
- Testing Time ***: 2:05 pm
- Length ***: (with a note: 'Completing this field will cause the page to reload. All fields will retain their values.') and a dropdown menu showing '---')

The background form shows the 'Exam' field is empty, 'Date Range' is '2024-04', 'Time Range' is '02' to 'to', and 'Building' is 'Testing Center'. There are buttons for 'Check Availability' and 'Back To My Booked Rooms' at the bottom of the form.

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!