

How to

\*Screen shot for Step 4 and 5 on next page.

4. Select your course that you have an exam from the Course drop down menu. The available time slots are now viewable on the right side of the screen. You can narrow down the selections by adjusting the following fields:
  - a. Date range: Narrow the range of dates available that you want to be displayed.
  - b. Time range: Narrow the range of times available that you want to be displayed.
  - c. Final Exam:
  - d. Override Exam Length: This will 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 time and a half and you choose a length of 10 minutes, your alternative test request will be for 15 minutes). Remember, this will go to your professor for approval.
  - e. Building: Choose between O'Leary or Southwick
  - f. Rooms: Choose between North Testing Center and South Testing Center
  - g. Days of the week: Only show availability for the dates selected.

When you are finished, click "Refine Results".

NOTE: By default, the system will book an exam for the amount of time that your class is scheduled for. Your extended time accommodation will be added on top that. For example, if you book an exam appointment for your 50 minute class and have a time and a half accommodation, your exam will automatically be booked for 75 minutes.

5. You will now see the available appointments on the right side of the screen. Find the appropriate date and time for your exam and click on the name of the Testing Center where you wish to book.

IMPORTANT: The expectation is that you will take the exam at the same date and time as the rest of the class. If this will not work for you, it is important to discuss an alternative plan with your professor.

00:00 (25 of 25 slots available)

9:45 am South Testing Center (25 of 25 slots available)

10:00 am North Testing Center (18 of 18 slots available)

Final Exam South Testing Center (25 of 25 slots available)

10:45 am South Testing Center (25 of 25 slots available)

North Testing Center (18 of 18 slots available)

South Testing Center (25 of 25 slots available)

11:00 am Room(s) + -

11:15 am North Testing Center (18 of 18 slots available)

11:30 am South Testing Center (25 of 25 slots available)

11:30 am North Testing Center (18 of 18 slots available)

Back To My Booked Rooms

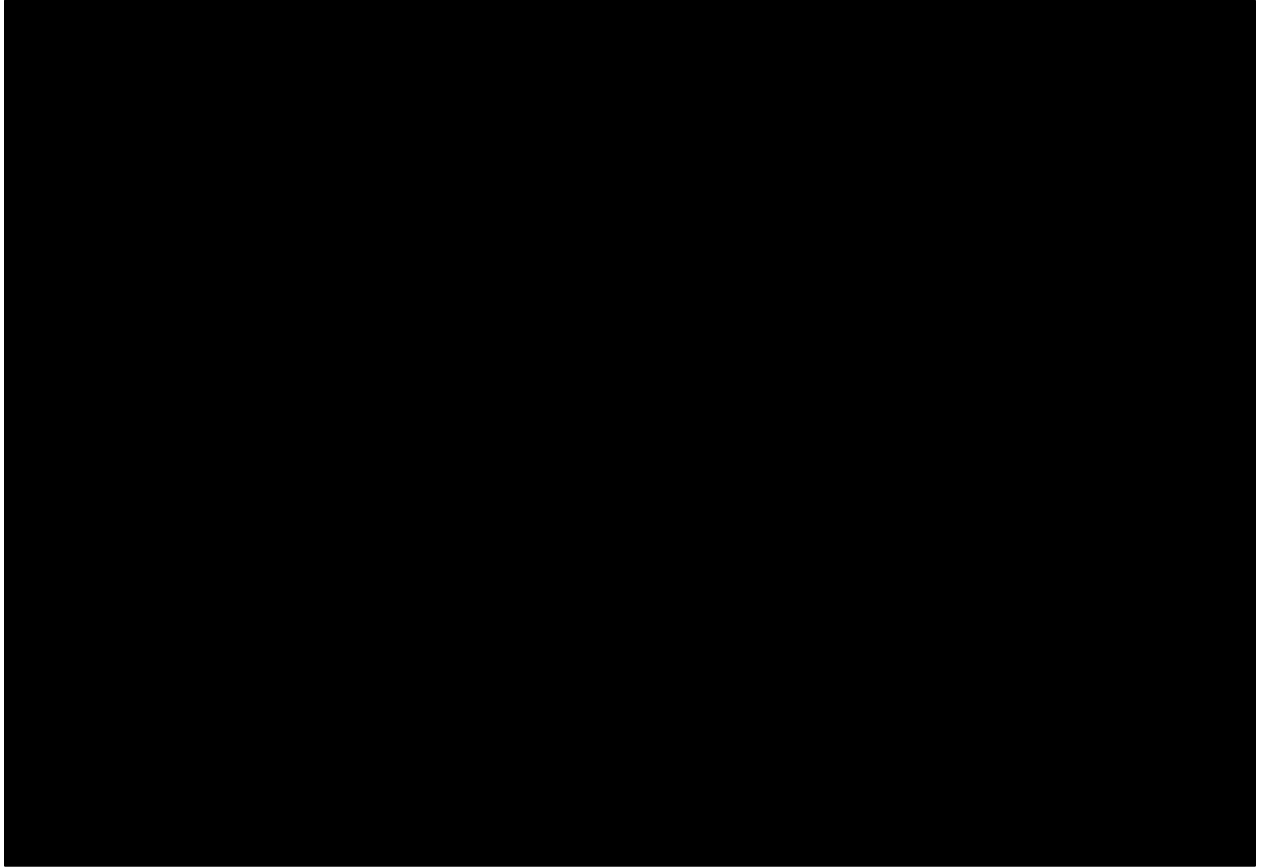
The image is a screenshot of a booking interface, likely for a testing center. It displays a list of rooms with their respective times and availability. Three red arrows point to specific elements: the top-left arrow points to a 'Booked' status indicator, the top-right arrow points to a 'Booked' status indicator, and the bottom-left arrow points to a 'Booked' status indicator. The interface includes a search bar at the top, a list of rooms with columns for time, location, and availability, and a 'Back To My Booked Rooms' button at the bottom.

6. A pop up box will appear. Enter a name for your exam, like "Midterm 1". Also add any notes. It is helpful for the Testing Center to know ahead of time what you are planning to use so they can set up materials ahead of time. Review the page to make sure all of the information is correct and click "Submit Request"

The image shows a mobile application screen titled "Confirm Exam Booking". At the top, there is a blue header with the title. Below the header, a legend indicates that an asterisk (\*) denotes a required field. The form contains several input fields: "Testing Room" (with "North Test Center" selected), "Testing Date" (set to "June 26, 2019"), and "Testing Time" (set to "12:00 pm"). A large text area for notes is present, with a red arrow pointing to it. At the bottom, there is a pink "Submit Request" button, also indicated by a red arrow. Another red arrow points to the left side of the form, likely indicating the name input field.

You will see your newest booking in the "Pending" section. Your request will be sent to your professor for approval. You will receive an email notification whether it has been approved or denied. If denied, please work with the faculty on a new plan

You can always come back to this page to check the status of your bookings, as well as cancel or reschedule an existing appointment.



IMPORTANT: Your appointment isn't officially booked until you see your request in the "Approved Booking Requests" section. Follow up with your professor regarding exam planning if needed.