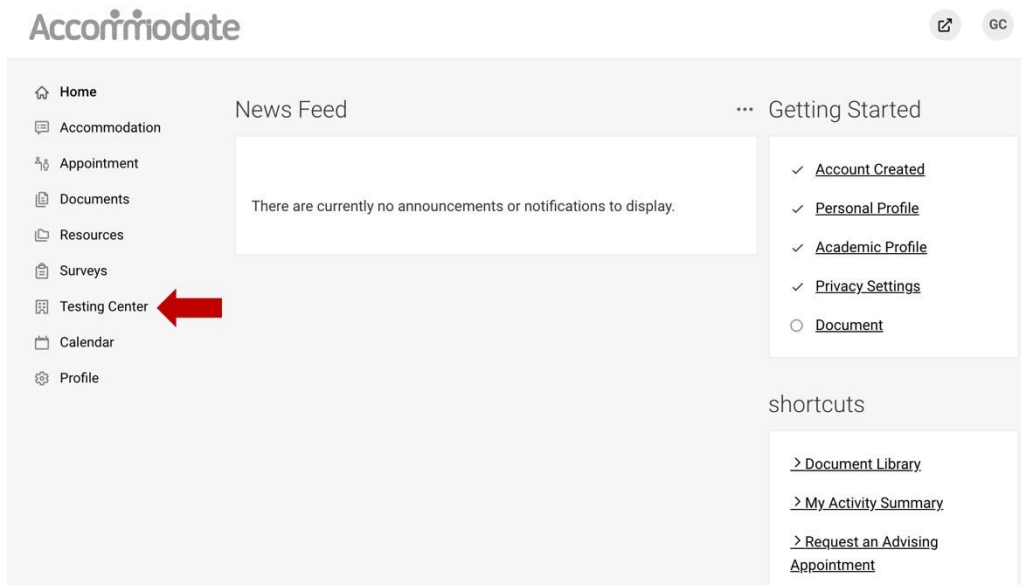


Student Guide to Scheduling a Test in Accommodate

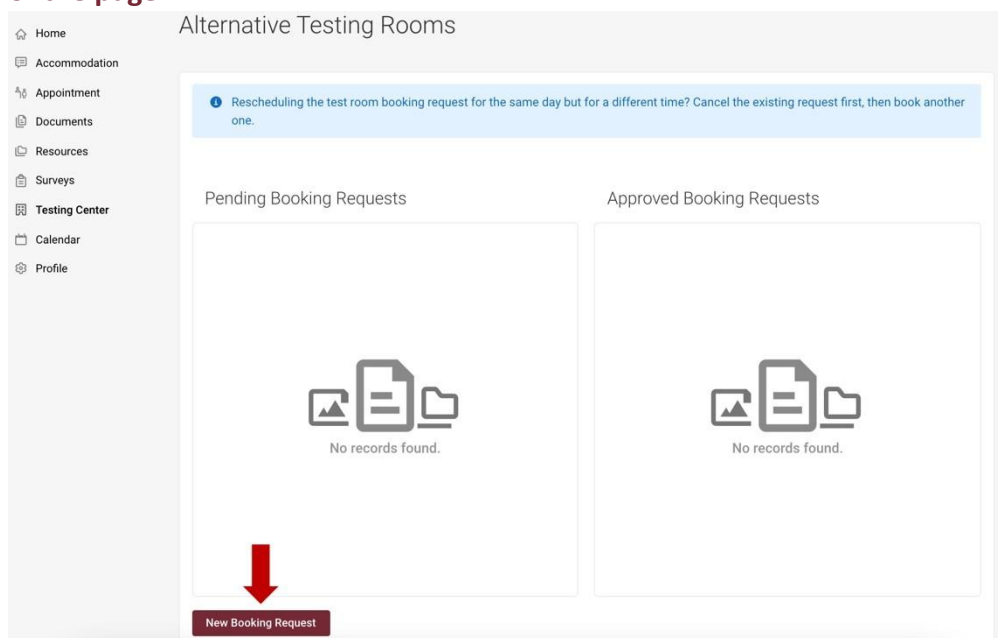
Students with testing accommodations through Disability Services must schedule to use the Testing Center through Accommodate. Directions for using Accommodate can be found below.

Access Link: <https://bellarmine-accommodate.symplicity.com/> (sign in with Bellarmine credentials)

1. After logging in you will be on the Home page. Click **“Testing Center”** on the left menu.



2. Once you are on the Testing Center page, click the **“New Booking Request”** button at the bottom of the page.



3. Next, select the course you are booking a test for from the “Course” dropdown menu.

Home / Test Room Booking

Alternative Testing Rooms

Rescheduling the test room booking request for the same day but for a different time? Cancel the existing request first, then book another one.

Course

Introduction to Nursing-NURS-110-01

Start by choosing a single search filter

Course

Introduction to Nursing-NURS-110-01

Date Range

2021-06-30 Select to 2021-07-30 Select

Time Range

08 00 am Clear

to

07 00 pm Clear

Building

Library-Student Success Center B02

Room(s)

+ -

☐ Summer Fridays

☒ Testing Center

1 of 2 selected

Check Availability Back To My Booked Rooms

4. Once you have selected your Course, the Date and Time Range filters should appear on the left side of the page.

Select the Date Range and Time Range for your exam.

Next, under Building, select Library-Student Success Center B02.

Under Room(s), select Testing Center.

Days of the Week

- ☐ Sun
☐ Mon
☐ Tue
☒ Wed
☐ Thu
☐ Fri
☐ Sat

Tip: You can also narrow your search by days of the

Monday, Jul 5, 2021

Testing Center

30, 60, 75, 90, 100, 120, 150,
180, 200 mins (8 of 8 slots
available)

12:00 pm

Testing Center

30, 60, 75, 90, 100, 120, 150,
180, 200 mins (8 of 8 slots
available)

12:30 pm

Testing Center

30, 60, 75, 90, 100, 120, 150,
180, 200 mins (8 of 8 slots
available)

1:00 pm

Testing Center

30, 60, 75, 90, 100, 120, 150,
180, 200 mins (8 of 8 slots
available)

1:30 pm

week (scroll all the way to the bottom).

5. On the right side of the page, date and time options will appear.

Select your desired date for your test by clicking on the "Testing Center" link by the correct time.

We require students to schedule for tests at least 72 hours in advance. **If you need**

to take your exam sooner than the dates provided, consult with your instructor to see if alternate arrangements can be made within their department.

6. Once you select your testing time and date, the “Confirm Exam Booking” box will appear.

Enter in the correct information for the Exam (“Final exam” or “Chapter 3 Test”, etc.) and the Length of time you need (for example, 60 minutes).

Finally, click “Submit Request”.

The screenshot shows a web form titled "Confirm Exam Booking" with a close button (X) in the top right corner. A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields: "Testing Room" (pre-filled with "Testing Center"), "Course" (pre-filled with "Introduction to Nursing-NURS-110-01 (NURS-110-01)"), "Exam" (a text input field containing "Final exam"), "Testing Date" (pre-filled with "July 05, 2021"), "Testing Time" (pre-filled with "12:00 pm"), and "Length" (a dropdown menu currently set to "60"). Below these fields is a note: "Completing this field will cause the page to reload. All fields will retain their values." Underneath the note is the "End Time" (pre-filled with "1:00 pm") and a "Notes" section with a large text area. At the bottom of the form is a blue button labeled "Submit Request".

What happens next? See page 4 →

What happens next?

- Your instructor will receive notification of your booking request. Instructors need to approve requests at least 24 hours prior to the testing date/time.
- Your test will not be officially scheduled until your professor has reviewed and approved your booking request.
- Arrive for your test in the Testing Center (Basement Level of the Brown Library) on your approved date at least 5 minutes before your approved time.

How do I view/cancel/reschedule a booking request that I have submitted?

You can view the status of your booking requests at any time by logging in to Accommodate and returning to the “Testing Center” page. This page will show you your pending requests and your approved requests. You can also cancel or reschedule a booking request on this page.