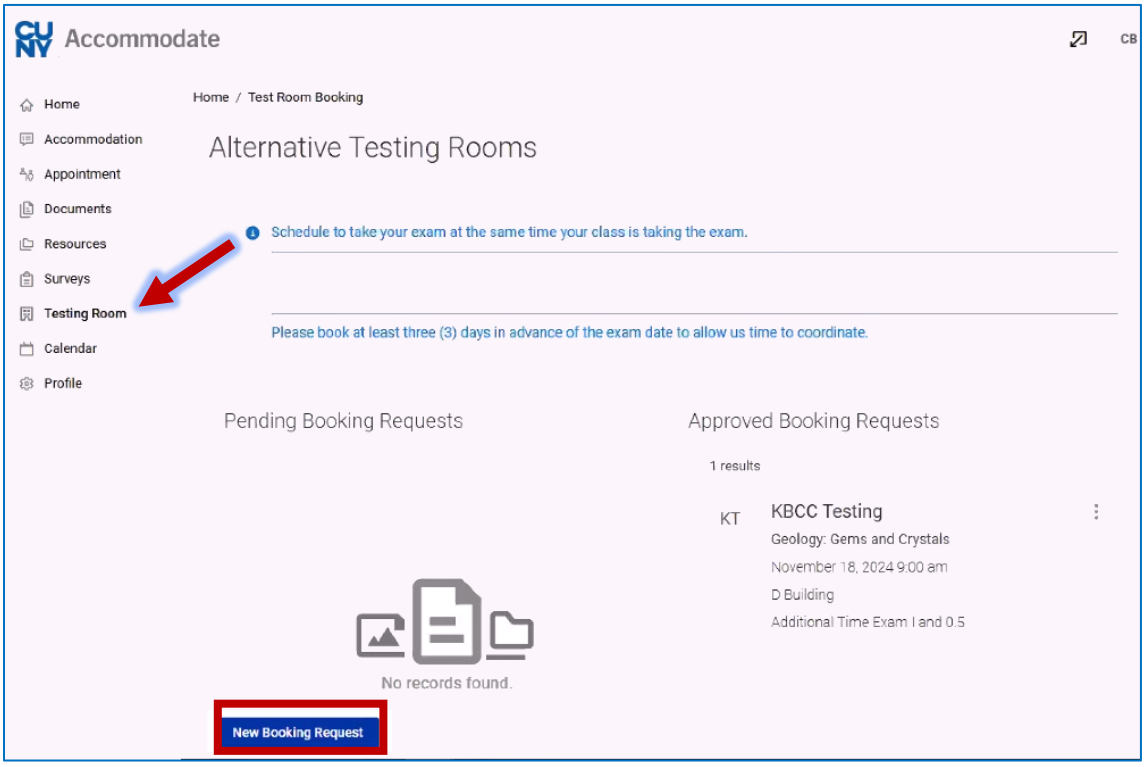
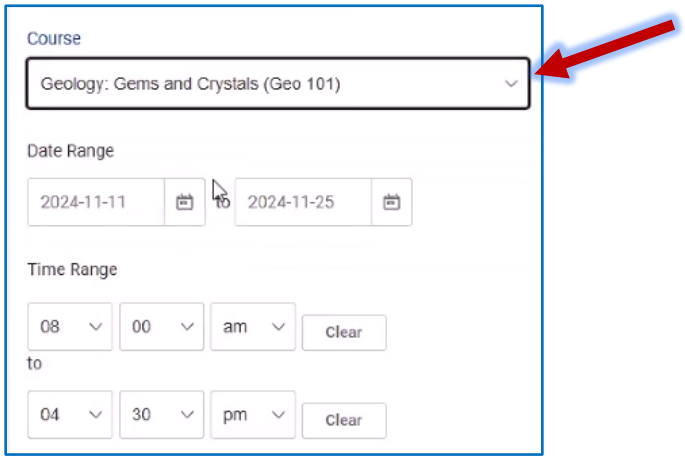
Testing Rooms

The **Testing Room** option provides for booking an exam. **Note:** This option is only visible to students with approved testing accommodations who have submitted a semester request for the current semester.

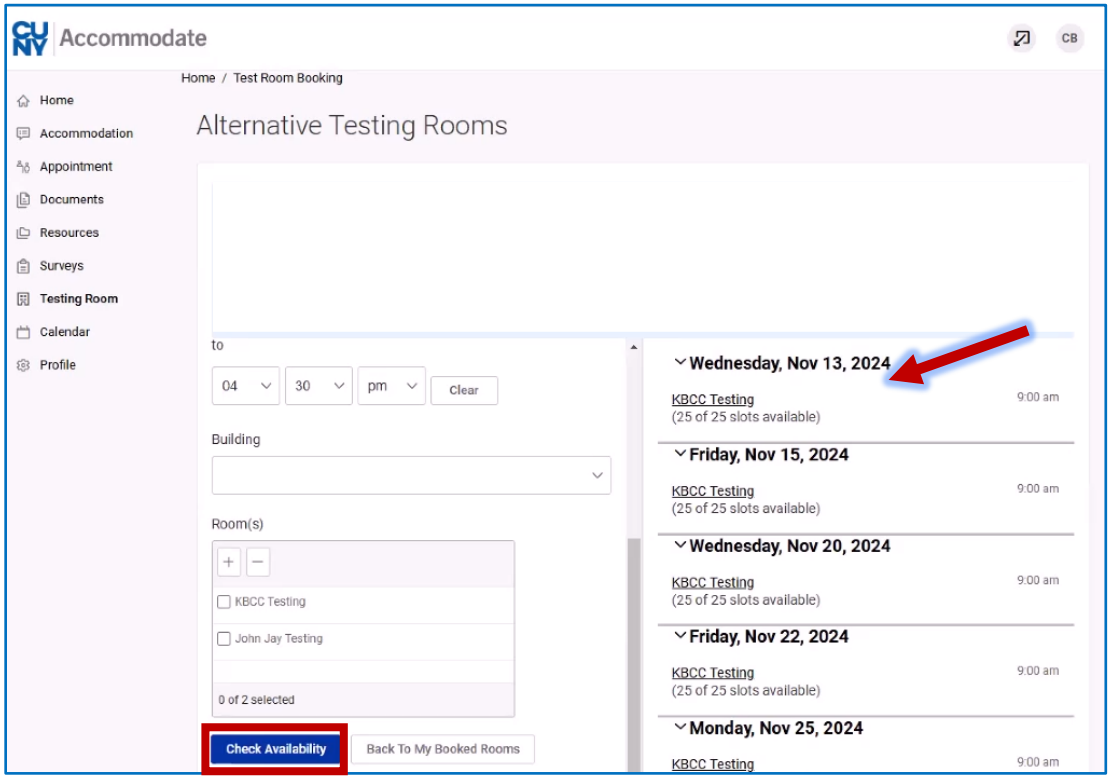
1. Click on the **Testing Room** option.
2. Click **New Booking Request**.



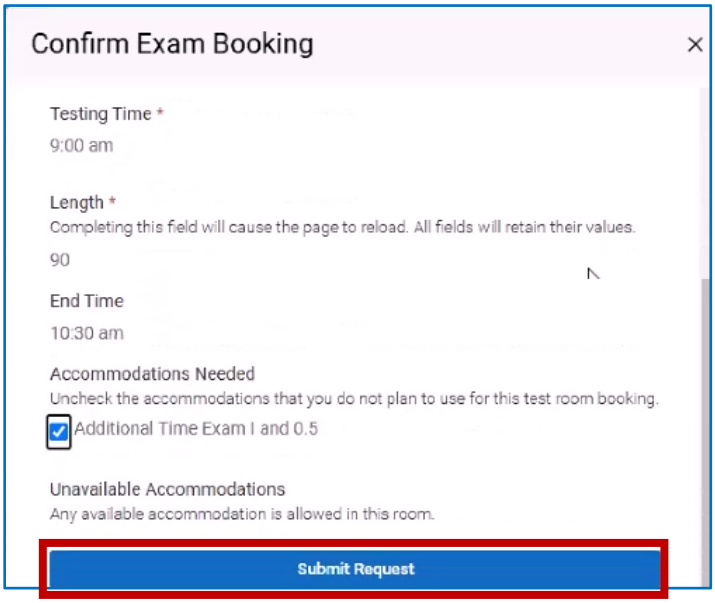
3. Select **Course** from the dropdown menu. Optional filters may be entered to refine date results.



4. Click the **Check the Availability** button. **Note**: Only days/times when the course meets display to the student. To book an alternative time, you will need to reach out to DSO staff.
5. Select the day/time of exam from the options on the right side of the screen.



6. Request window populates with chosen date, time, and location. Accommodated time is automatically added to the length of the course to determine the length of time for the booking.



7. Click Submit Request. The exam request will be listed as pending and a confirmation email will be sent regarding the testing request. Additionally, a notification will be sent once the request is approved.