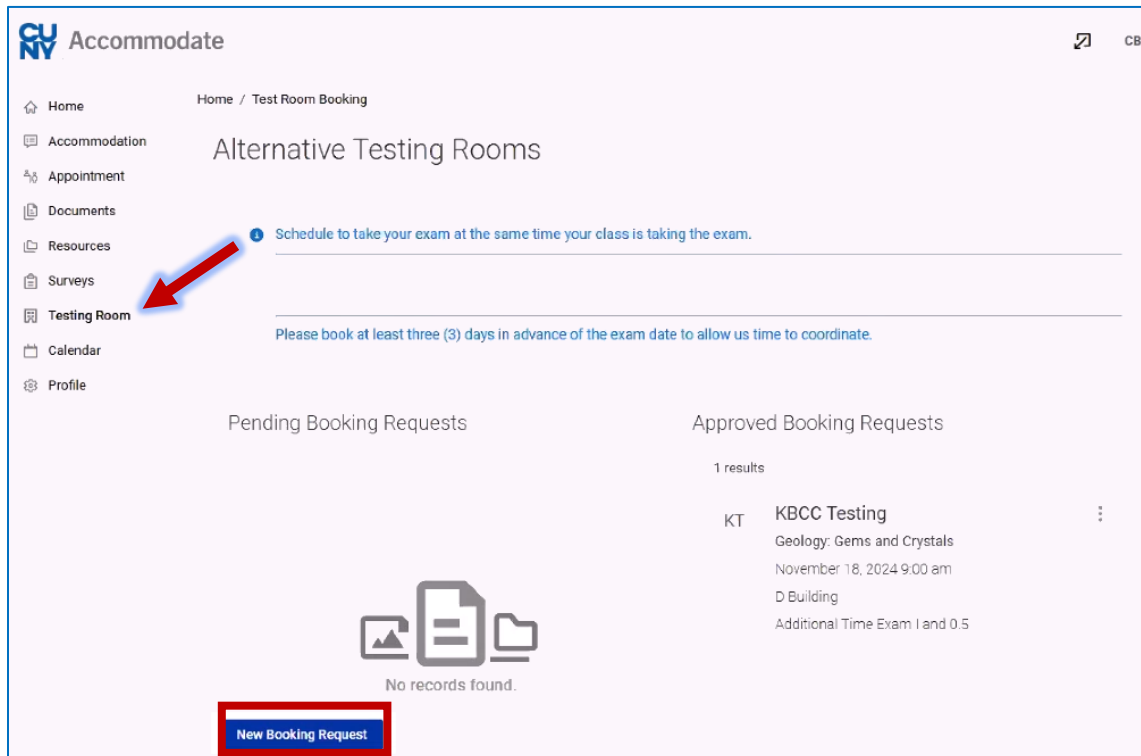


Testing Rooms

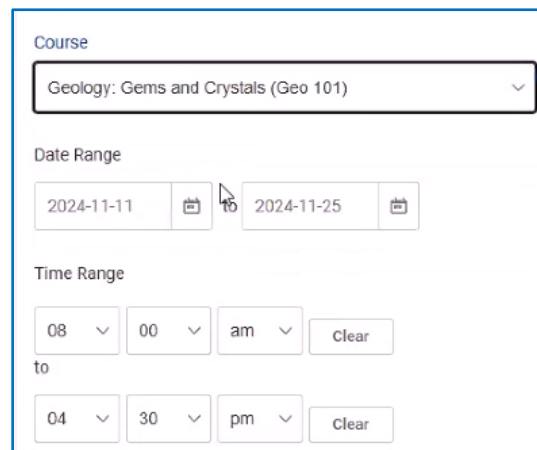
The **Testing Room** option provides for booking an exam. **Note:** This option is only visible to students with approved testing accommodations who have submitted a semester request for the current semester.

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



The screenshot shows the 'Alternative Testing Rooms' page in the Accommodate system. The left sidebar contains links for Home, Accommodation, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The 'Testing Room' link is highlighted with a red arrow. The main content area has a header 'Alternative Testing Rooms' and a sub-header 'Schedule to take your exam at the same time your class is taking the exam.' Below this is a note: 'Please book at least three (3) days in advance of the exam date to allow us time to coordinate.' The page is divided into two sections: 'Pending Booking Requests' and 'Approved Booking Requests'. The 'Approved Booking Requests' section shows one result for 'KBCC Testing' for 'Geology: Gems and Crystals' on 'November 18, 2024 9:00 am' in 'D Building'. At the bottom, there is a 'No records found.' message and a 'New Booking Request' button, which is highlighted with a red box and a red arrow.

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



The screenshot shows the 'Course' dropdown menu and filter options. The 'Course' dropdown is set to 'Geology: Gems and Crystals (Geo 101)'. Below it are 'Date Range' and 'Time Range' filters. The 'Date Range' filter shows dates from '2024-11-11' to '2024-11-25'. The 'Time Range' filter shows a time from '08:00 am' to '04:30 pm'. A red arrow points to the 'Course' dropdown menu.

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.

CU NY Accommodate

Home / Test Room Booking

Alternative Testing Rooms

to

04 30 pm Clear

Building

Room(s)

+ -

☐ KBCC Testing

☐ John Jay Testing

0 of 2 selected

Check Availability Back To My Booked Rooms

Wednesday, Nov 13, 2024

KBCC Testing (25 of 25 slots available) 9:00 am

Friday, Nov 15, 2024

KBCC Testing (25 of 25 slots available) 9:00 am

Wednesday, Nov 20, 2024

KBCC Testing (25 of 25 slots available) 9:00 am

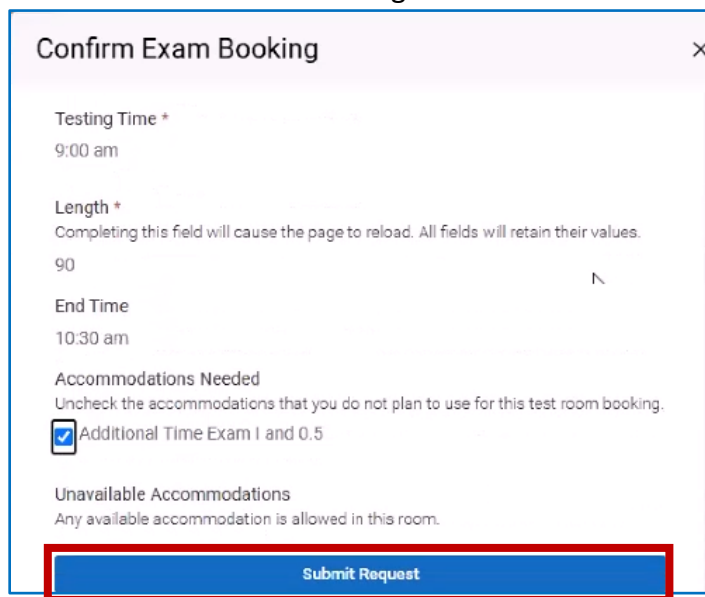
Friday, Nov 22, 2024

KBCC Testing (25 of 25 slots available) 9:00 am

Monday, Nov 25, 2024

KBCC Testing 9:00 am

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.



The screenshot shows a 'Confirm Exam Booking' modal window. It contains the following fields and options:

- Testing Time ***: 9:00 am
- Length ***: 90. A note below the field states: 'Completing this field will cause the page to reload. All fields will retain their values.'
- End Time**: 10:30 am
- Accommodations Needed**: 'Uncheck the accommodations that you do not plan to use for this test room booking.'
 - ☒ Additional Time Exam I and 0.5
- Unavailable Accommodations**: 'Any available accommodation is allowed in this room.'
- Submit Request**: A blue button at the bottom, highlighted with a red border.

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.