

Scheduling Exams in Accommodate

Office of Accessibility and Disability Services

Making This Slide Deck Work for You

This slide deck is already designed with accessibility in mind. However, you can personalize it to better fit your needs using the options below

Prefer Text-to-Speech? Download this deck and use a reader that works for you!

- Download as PowerPoint (.PPTX): Use Read Aloud or [Immersive Reader in Microsoft PPT](#)
- Download as PDF: [Use Adobe Reader Read Out Loud](#) or screen reader software
- [Download Instructions for the Deck](#)

Making This Slide Deck Work for You (Cont'd.)

Browser-Based Tools: These tools work directly in Chrome or Edge.

- [Natural Reader \(Chrome Extension\)](#)
- [Read Aloud: A Text-to-Speech Voice Reader](#)
- [Speech Central](#)
- [Microsoft Edge Read Aloud](#)

Making This Slide Deck Work for You (Cont'd.)

Visual Support Tools:

- [Helperbird](#) – font adjustments, spacing, dyslexia mode, color contrast
- [Dark Reader](#) – dark mode
- [OpenDyslexic Font for Chrome](#) – dyslexia-friendly font
- Use browser zoom, high contrast mode, or full-screen view as needed ([Google Chrome Accessibility Tips](#), [Microsoft Edge Accessibility Tips](#), [Safari Accessibility Tips \(macOS/iOS\)](#))
- If you're looking for more options, feel free to explore our Assistive Technology (AT) list on our website. It includes a wide range of tools for organization, speech-to-text, managing distractions, and more. [View the full list here.](#)

Step 1

Click on the icon under ["Student Accommodate Login"](#) located at the top of the [SDS](#) webpage menu. This will log you into *Accommodate*. If you are using a screen-reader, click [now](#).

**Welcome to the Office of
Student Disability Services!**



Step 2

On the *Accommodate* main page, click on the left side menu item "Testing Room". Click on the button (bottom left) that says "New Booking Request".



-  Home
-  Accommodations
-  Appointments
-  Documents
-  Resources
-  Surveys
-  **Testing Rooms**
-  Calendar
-  Profile

Step 3

Click on the button (bottom left) that says “New Booking Request”. Choose the course for which you want to schedule the test from the course pull-down menu.

New Booking Request

Step 4

Choose the course for which you want to schedule the test from the course pull-down menu. Click "Select" to choose the date you want to schedule the test. Leave the building and room boxes blank. Follow any on-screen directions that apply to you. On the right of the screen, see the times and rooms listed under your date. Click on the room number next to the time you want to start your test.

Alternative Testing Rooms

1. Select a Filter

Start by applying a filter to see available options.

Course *

Select a Course

CHEM 102 01 (2729) MTG1 (Prin Of Chemistry II)

CHEM 102 02 (2730) MTG2 (Prin Of Chemistry II)

CHEM 102L 01 (2762) MTG1 (Intro Chemistry Lab I)

CHEM 102L 03 (2763) MTG1 (Intro Chemistry Lab I)

Dates will appear once you add filters.

Clear Filters

Next Step

3. Select a Space

Spaces will appear once you add filters.

Step 5

Click the "Request Button " beside preferred time and a "Confirm Exam Booking" pop-up window will appear. In there:

- Enter your instructor's name in the Professor text box (e.g., "Dr. Sandy Smith" or "Stephen Doe").
- Click "yes" or "no" if your test time will overlap with the time the rest of the class is taking it.
- If "no", indicate whether you have received written permission from your professor to take your test at a different time than the class. If yes, students must send a copy of the instructor's approval email to disAbility@umbc.edu.
- When requesting an alternate time or date for testing than when the rest of the class is taking the exam, you must email your faculty member (cc: disAbility@umbc.edu) with the date and time you wish to schedule the test, give the instructor an explanation of why you need to take the test at a different time, and request an approval/confirmation.

Step 5 (Cont'd.)

- Receiving instructor approval for alternate testing dates or times is the responsibility of the examinee/student. If you are unable to reach your instructor after multiple attempts, please ask SDS staff for assistance in contacting your instructor. If you have concerns about contacting your instructor, please contact your disability specialist for assistance.
- In the “Notes” box on the booking request, please include anything else SDS should know about your exam, such as needing specialized software (Jaws), a large print exam or magnification, a reader, a scribe, etc...
- Click “Submit Request.” If you are experiencing difficulties scheduling exams or have questions regarding accommodated testing, please contact us at 410-455-2459 or disAbility@umbc.edu.

Accommodations Needed

Uncheck the accommodations that you do not plan to use for this test room booking.

- ☒ 50% additional time.
- ☒ Reduced distraction testing environment.

Unavailable Accommodations

Any available accommodation is allowed in this room.

Notes from student

Provide any additional information for **SDS** here. **Your instructor will NOT see what you write here.**

Submit Request

We recommend that each time you schedule an accommodated test or quiz in SDS, you notify/remind your instructors.*