## **SUBMITTING A TEST REQUEST**

- 1. Log into Accommodate using your CUA credentials
- 2. Click "Test Proctor Request" in the left-hand menu
- 3. Click "New Booking Request" at the bottom

	■ CATHOLIC UNIVERSITY OF AMERICA		Ø 😬			
		ome / Testing Room Alternative Testing Rooms				
2~(	Resources N/A Test Proctor Request Calendar Profile	IMPORTANT: It is the students responsibility to select an appropriate date and time to take their exam. In most cases, this will require the student to take the exam on the same date as the rest of their class. If a student is unable to take an exam on the same day as their class, it is recommended that the student request written approval from their instructor to request an alternative date. Instructors will be notified via email regarding all test dates requested. If DSS is notified that a requested time is not approved, DSS will notify the student to inform them that their requested date cannot be approved.				
		Pending Booking Requests	Approved Booking Requests			
		No records found.	No records found.			
	3-	New Booking Request				

4. Select the Course for which you are requesting an exam, then click "Next Step"

Home / Testing Room / Alternative Testing Rooms Alternative Testing Rooms	
1. Select a Filter Start by applying a filter to see available options. Course *	4
Select a Course Charms 600 (CHARMS600) Divination 405 (DIVIN405) Mythical Creatures 302 (MYTHCR302) Potions 201 (POTI201)	Clear Filters Next Step
3. Select a Space Spaces will appear once you add filters.	
Accessibility Services Management System	Privacy Policy   Terms of Use

5. Select an approved exam date, either the same as the class or an alternate date approved by the instructor

\*\*if unable to test on the class date, **you must obtain written approval from the instructor.** If the requested date is not approved, DSS will work with the student to find an alternative\*\*

6. Select a time slot that does not compete with another class

		July, 2025				>		
RROWS TO CHANGE MONTH	MON	TUE	WED	THU	FRI	SAT	SUN	
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
SELECT APPROVED DATE	28	29	30	31				
3. Select a Space	uns? Lise the fil	ters in Sten 1	and 2 to narr		h			
3. Select a Space Looking for better option Pryzbyla Center	ons? Use the fil	lters in Step 1	and 2 to narro	ow your searc	h.			3 Times Availa
3. Select a Space Looking for better option Pryzbyla Center Small Group Room	ons? Use the fil er - Pryz 202 (D	Iters in Step 1	and 2 to narro	ow your searc	h.			3 Times Availa
<ul> <li>3. Select a Space</li> <li>Looking for better option</li> <li>Pryzbyla Center</li> <li>Small Group Room</li> <li>9:00 am   135 mins</li> </ul>	ons? Use the fil er - Pryz 202 (D	Iters in Step 1 )SS)	and 2 to narre	ow your searc	h.			3 Times Availa
<ul> <li>3. Select a Space</li> <li>Looking for better option</li> <li>Pryzbyla Center</li> <li>Small Group Room</li> <li>9:00 am   135 mins</li> <li>Small Group Room</li> </ul>	ons? Use the fil er - Pryz 202 (D - Pryz 202 (D	Iters in Step 1 DSS)	and 2 to narre	ow your searc	h.			3 Times Availa
3. Select a Space Looking for better option Pryzbyla Center Small Group Room 9:00 am   135 mins Small Group Room 11:30 am   135 min	ons? Use the fil er - Pryz 202 (C - Pryz 202 (C s	Iters in Step 1 DSS)	and 2 to narro	ow your searc	h.		6	3 Times Availa Request Request
<ul> <li>3. Select a Space         Looking for better option         Pryzbyla Center         Small Group Room         9:00 am   135 mins         Small Group Room         11:30 am   135 mins         Small Group Room     </li> </ul>	ons? Use the fil er - Pryz 202 (C - Pryz 202 (C s - Pryz 202 (C	Iters in Step 1 )SS) )SS) )SS)	and 2 to narre	ow your searc	h.		6	3 Times Availa Request Request

## 7. Complete the required fields in the "Confirm Exam Booking" pop-up

## 8. Click "Submit Request"

Confirm Exam Booking <b>7</b>	×
Course	
Charms 600 (CHARMS600)	
Testing Room	
Small Group Room - Pryz 202 (DSS)	
Number of Minutes DSS Test Room is Available For Completing this field will cause the page to reload. All fields will retain their values. 135	
Requested Test Date	
July 30, 2025	
Testing Time	
9:00 am	
What type of exam is this? * More Questions Will Appear Based on Your Exam Selection	
Is the date requested the same date that your class is taking this exam? * $\bigcirc$ Yes $\bigcirc$ No	
Approved Test Accommodations *	
✓ 1.50x additional time on all Timed Assessments	
Small Group Testing Room	
Submit Request	