SUBMITTING A TEST REQUEST
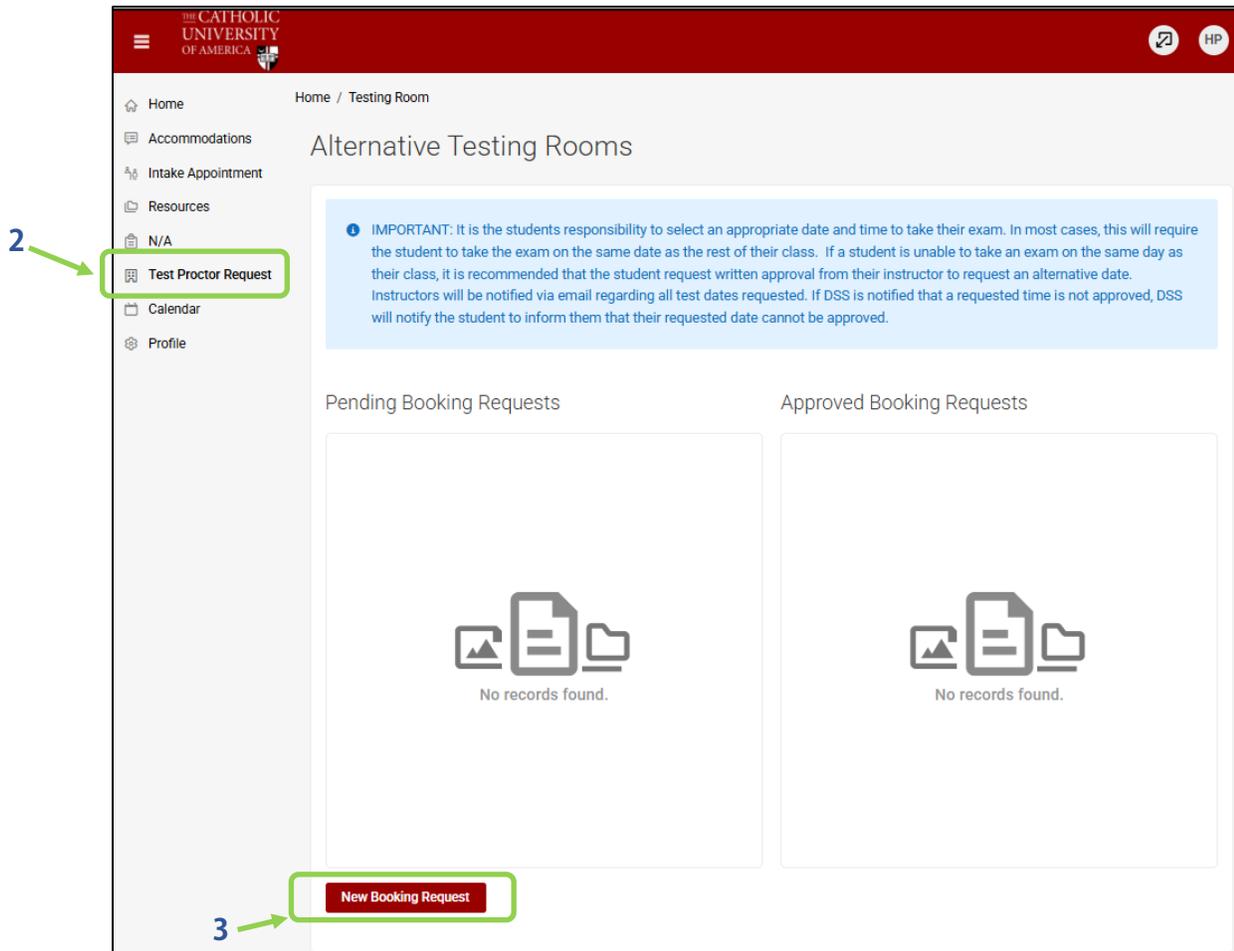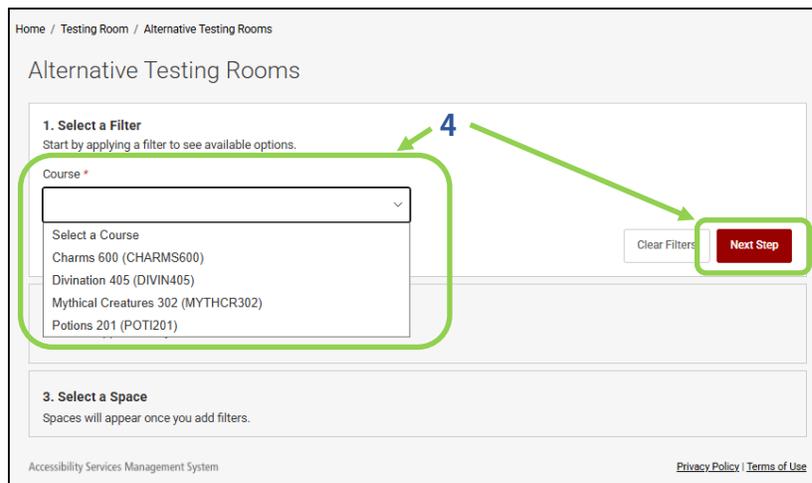
1. **Log into Accommodate** using your CUA credentials

2. Click "**Test Proctor Request**" in the left-hand menu

3. Click "**New Booking Request**" at the bottom

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

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

2. Select a Date
Need to update the dates? Head back to step 1 filters to make changes.

USE ARROWS TO CHANGE MONTH

< July, 2025 >

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
28	29	**30**	31			

5

SELECT APPROVED DATE

3. Select a Space
Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

∨ **Pryzbyla Center**   3 Times Available

Small Group Room - Pryz 202 (DSS)
9:00 am | 135 mins   [Request]

Small Group Room - Pryz 202 (DSS)
11:30 am | 135 mins   6 →   [Request]

Small Group Room - Pryz 202 (DSS)
2:00 pm | 135 mins   [Request]

Accessibility Services Management System   Privacy Policy | Terms of Use

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

8. Click "**Submit Request**"

Confirm Exam Booking ← 7 ✕

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? *
○ Yes   ○ No

Approved Test Accommodations *
☑ 1.50x additional time on all Timed Assessments
☑ Small Group Testing Room

8
↙
Submit Request