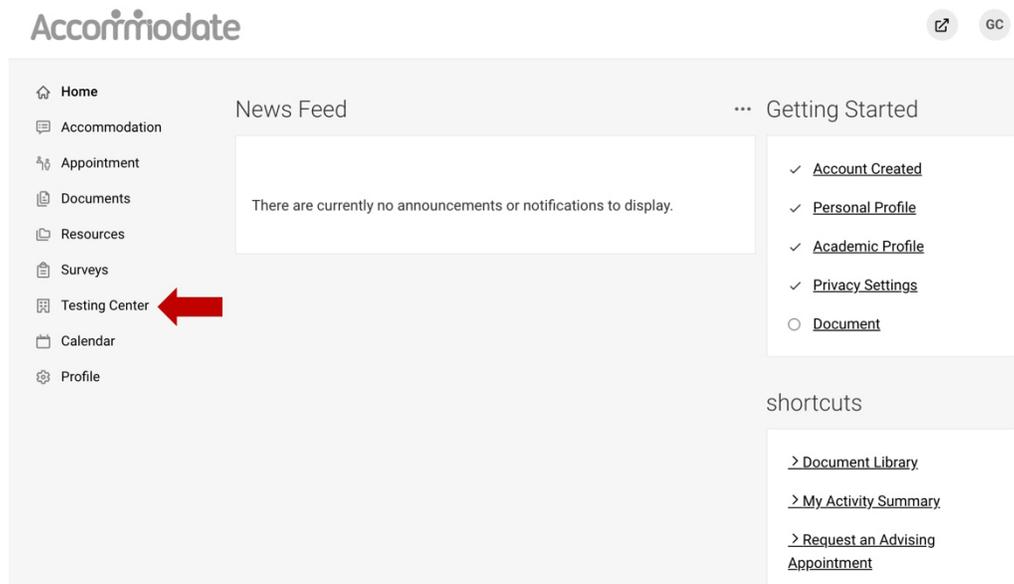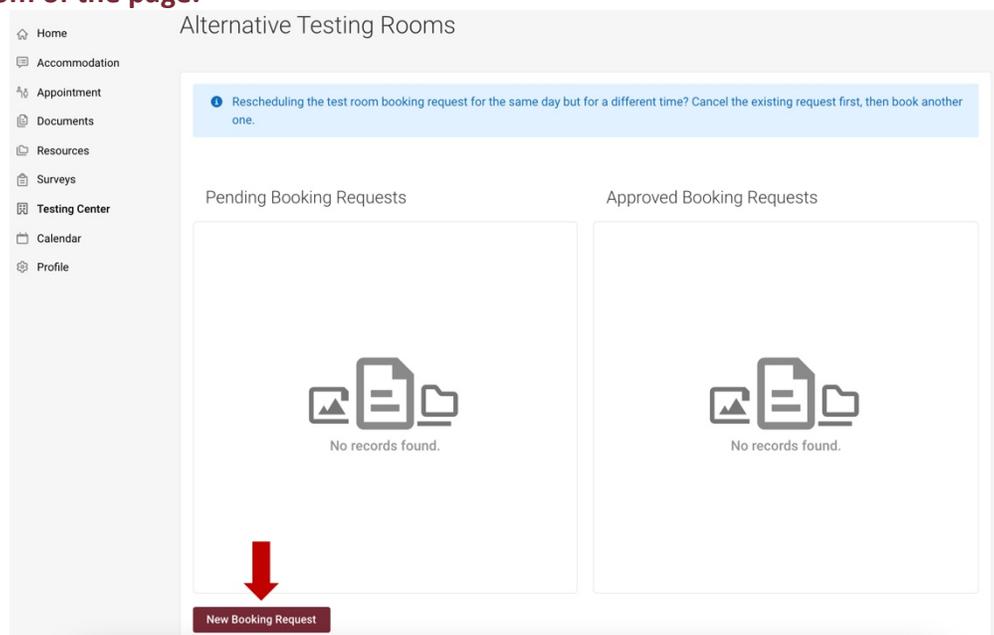# Student Guide to Scheduling a Test in Accommodate

Students with testing accommodations through Disability Services must schedule to use the Testing Center through Accommodate. Directions for using Accommodate can be found below.

Access Link: https://bellarmine-accommodate.symplicity.com/ (sign in with Bellarmine credentials)
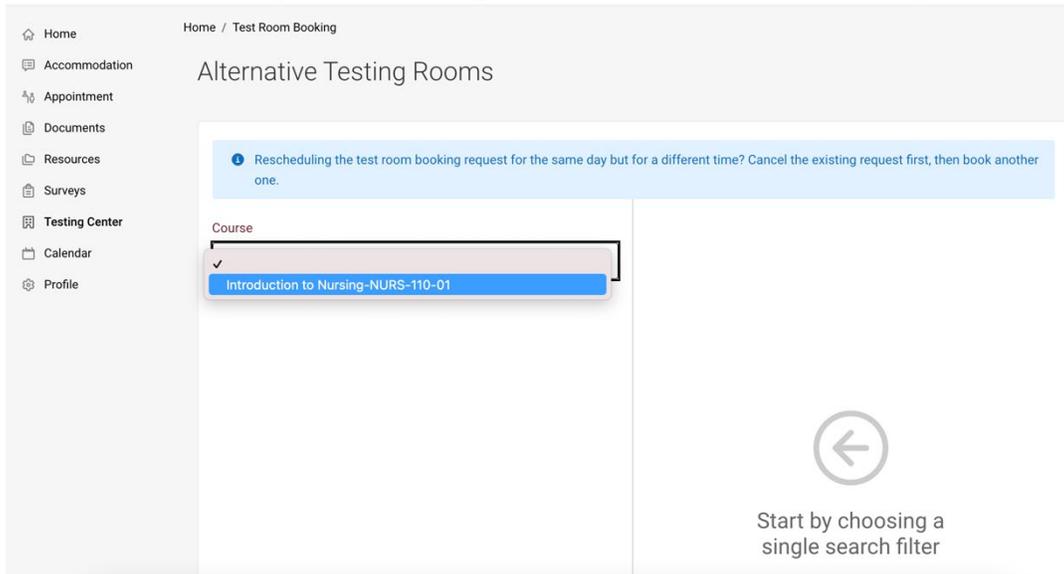
1. After logging in you will be on the Home page. **Click "Testing Center" on the left menu.**

2. **Once you are on the Testing Center page, click the "New Booking Request" button at the bottom of the page.**

3. Next, select the course you are booking a test for from the "Course" dropdown menu.

4. Once you have selected your Course, the Date and Time Range filters should appear on the left side of the page.

   Select the Date Range and Time Range for your exam.

   Next, under Building, select Library-Student Success Center B02.
   Under Room(s), select Testing Center.

Tip: You can also narrow your search by days of the week (scroll all the way to the bottom).

5. On the right side of the page, date and time options will appear.

   Select your desired date for your test by clicking on the "Testing Center" link by the correct time.

   We require students to schedule for tests at least 5 days in advance (so you will not see any dates sooner than 5 days away). **If you need to take your exam sooner than the dates provided, consult with your instructor** to see if alternate arrangements can be made within their department.

Monday, Jul 5, 2021

Testing Center
30, 60, 75, 90, 100, 120, 150, 180, 200 mins (8 of 8 slots available)   12:00 pm

Testing Center
30, 60, 75, 90, 100, 120, 150, 180, 200 mins (8 of 8 slots available)   12:30 pm

Testing Center
30, 60, 75, 90, 100, 120, 150, 180, 200 mins (8 of 8 slots available)   1:00 pm

Testing Center
30, 60, 75, 90, 100, 120, 150, 180, 200 mins (8 of 8 slots available)   1:30 pm

6. Once you select your testing time and date, the "Confirm Exam Booking" box will appear.

   Enter in the correct information for the Exam ("Final exam" or "Chapter 3 Test", etc.) and the Length of time you need (for example, 60 minutes).

   Finally, click "Submit Request".

Confirm Exam Booking   ✕

* indicates a required field

Testing Room *
Testing Center

Course *
Introduction to Nursing-NURS-110-01 (NURS-110-01)

Exam *

Final exam

Testing Date *
July 05, 2021

Testing Time *
12:00 pm

Length *
Completing this field will cause the page to reload. All fields will retain their values.

60   ⌄

End Time
1:00 pm

Notes

Submit Request

What happens next?

- Your instructor will receive notification of your booking request. Instructors need to approve requests at least 24 hours prior to the testing date/time.
- Your test will not be officially scheduled until your professor has reviewed and approved your booking request.
- Arrive for your test in the Testing Center (Basement Level of the Brown Library) on your approved date at least 5 minutes before your approved time.

How do I view/cancel/reschedule a booking request that I have submitted?

You can view the status of your booking requests at any time by logging in to Accommodate and returning to the "Testing Center" page. This page will show you your pending requests and your approved requests. You can also cancel or reschedule a booking request on this page.