

Scheduling Exams and Quizzes

Once approved for exam accommodations, students are encouraged to have a conversation with their instructors to determine how accommodations should be used in each of their courses. Instructors that are able to provide accommodations directly to students in the classroom are encouraged to do so. For more information on providing accommodations in the classroom, please reach out to a staff member to discuss. When an instructor is unable to provide the approved exam accommodations in the classroom, students will need to complete a test room booking request through their Accommodate portal. These requests must be completed a minimum of seven days in advance by following the steps below.

In order to submit a new exam booking request appointment through the Center for Academic Success and Accessibility Services:

1. Log into the system <https://southernct-accommodate.symplicity.com/> using your Username and Password.
2. Click on Testing room;
3. Navigate to “New Booking Request;”
4. Select the course you are referencing; and
5. Indicate your course’s exam date and time and complete the questions surrounding the exam room booking.
 - a. If the exam date/time is unavailable or inconvenient due to another course conflict, please select the closest available date and time and follow up with your instructor to inform them this is why you’ll be taking the exam at a different time from the rest of the class.
6. Once completed, navigate to the right side of the screen to click the appropriate exam date/time in Buley Library.
 - a. Another screen will populate.
 - b. On this screen, complete the prompts listed in their entirety and click “Submit Request.”

Once an exam request has been submitted, instructors will log into their Accommodate portal to submit exam information and materials; and confirm the exam booking. Once an exam is confirmed, students and faculty will see it under the “Approved” tab of their Test Room Booking page of Accommodate.