

2023-2024



# **Accommodate Test Room Booking Requests Student Guide 2023-2024**

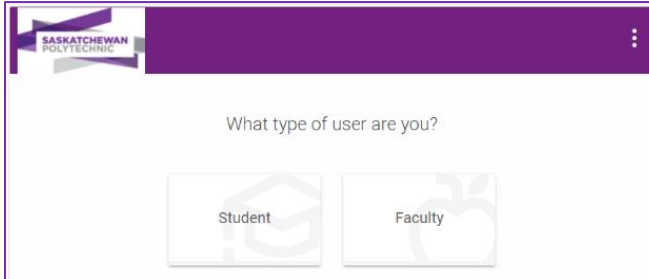
**TESTING SERVICES**

## Contents

How to Log into your Accommodate Account.....	1
How to Submit a Test Room Booking .....	2
How to Edit/Cancel a Test Room Booking .....	5

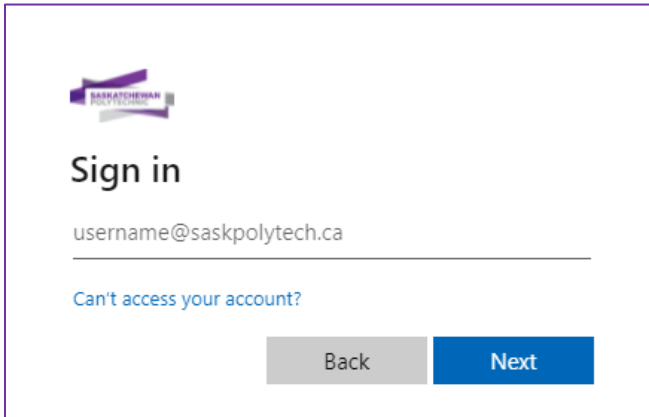
## How to Log into your Accommodate Account

1. Log in to Accommodate by following the link below:  
<https://saskpolytech-accommodate.symplicity.com/>
2. Choose **Student** as the type of user



A screenshot of the user selection screen. At the top left is the Saskatchewan Polytechnic logo. The main heading is "What type of user are you?". Below this are two buttons: "Student" with a graduation cap icon and "Faculty" with an apple icon.

3. Log in using your Saskpolytech [username@saskpolytech.ca](mailto:username@saskpolytech.ca)



A screenshot of the sign-in screen. It features the Saskatchewan Polytechnic logo at the top left. The heading is "Sign in". Below it is a text input field containing "username@saskpolytech.ca". Underneath the field is a link that says "Can't access your account?". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

4. Enter your password and select **Sign in**



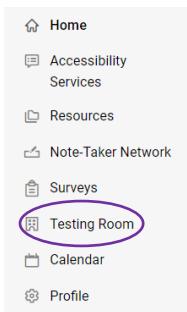
A screenshot of the password entry screen. It features the Saskatchewan Polytechnic logo at the top. Below the logo is the text "Sign in with **username@saskpolytech.ca**". There are two input fields: the first contains "username@saskpolytech.ca" and the second is labeled "Password". At the bottom left is a blue "Sign in" button.

## How to Submit a Test Room Booking

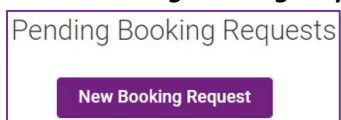
Once your accommodations have been approved and set up with Accessibility Services, you will see a **Testing Room** link on the left side of your home page. If you do not see the link, please contact your Accessibility Consultant.

**IMPORTANT:** If your accommodations can be met by your instructor (ex. Extended Time), you **DO NOT** need to complete an Exam Booking Request.

1. Select the **Testing Room** link

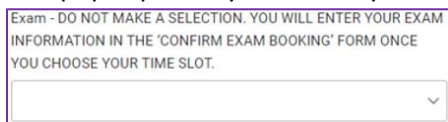


2. Under **Pending Booking Requests**, scroll up if necessary and select **New Booking Request**



3. Choose your course from the drop-down menu (see [Figure 1a.](#))

**IMPORTANT:** If you see the **Exam** dropdown menu once you choose your course, **do not** select anything from that list. You will enter your exam information in the **Confirm Exam Booking** form that pops up once you choose your time slot in **step #11**



4. Choose the date of your exam as established by your program by clicking on the **Select** button beside each date field. If you must write on a certain day, please select the same date in both date fields (see [Figure 1b.](#))
5. Choose the time of your exam as established by your program in each of the time fields. If you must write at a certain time, please select the same time in both the time fields (see [Figure 1c.](#))
6. Select **yes** under **Provide Test Length: Choose Yes** (see [Figure 1d.](#))
7. Select the **regular allotted time** for your exam in the **Test Length** dropdown (length is in minute format). If you have been approved for extended time, the adjustment will be reflected on the **Confirm Exam Booking** screen that pops up once you have chosen a time slot (see [Figure 1e.](#))
8. In the **Campus** drop down box, choose the location where you will be writing your exam. If your exam is being delivered remotely, please choose **Remote Delivery** (see [Figure 1f.](#))
9. You do not need to select anything in **Room(s)** or **Days of the Week**
10. Select **Check Availability** at the bottom of the page (see [Figure 1g.](#))
11. Select the preferred time slot on the right. If you do not see a time slot for the time you need to book, please contact [Accessibility.testing@saskpolytech.ca](mailto:Accessibility.testing@saskpolytech.ca) (see [Figure 1h.](#))

Figure 1: New Booking Request Form

**g.** If your accommodations can be met by your instructor (ex. Extended time), you DO NOT need to complete an Exam Booking Request.

**a.** Course:

**b.** Date Range (select the exam date established by your program):  
  to

**c.** Time Range (select the start time established by your program):  
     
 to

**d.** Provide Test Length: Choose Yes  
 Select the regular time allotted for your exam. Any time entered is subject to approval by your instructor. Your approved accommodation time will be calculated based on the regular time and will show up on the Confirm Exam Booking screen once you select your time slot.  
 yes  no

**e.** Test Length (without accommodations):

**f.** Campus (choose the campus location where you will be writing your exam. If writing remotely, choose 'Remote Delivery'):

Room(s):  
   
 Moose Jaw  
 Saskatoon  
 Prince Albert  
 0 of 5 selected

Days of the Week:  
 Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**h.**

**g.**

**Thursday, Aug 4, 2022**

Moose Jaw (20 of 20 slots available) 4:15 pm

Saskatoon (40 of 40 slots available)

Prince Albert (20 of 20 slots available)

See 2 More ▾

Moose Jaw (20 of 20 slots available) 4:20 pm

Saskatoon (40 of 40 slots available)

Prince Albert (20 of 20 slots available)

See 2 More ▾

Moose Jaw (20 of 20 slots available) 4:25 pm

Saskatoon (40 of 40 slots available)

Prince Albert (20 of 20 slots available)

See 2 More ▾

Moose Jaw (20 of 20 slots available) 4:20 pm

Saskatoon (40 of 40 slots available)

Prince Albert (20 of 20 slots available)

See 2 More ▾

Moose Jaw (20 of 20 slots available) 4:25 pm

Saskatoon (40 of 40 slots available)

Prince Albert (20 of 20 slots available)

See 2 More ▾

12. A **Confirm Exam Booking** form will pop up and will show your Testing Room and Course

Confirm Exam Booking ×

\* indicates a required field

Testing Room\*  
Saskatoon

TEST BOOKING DEADLINE MET?  
**The deadline for booking is 7 days before your exam date. This is to ensure you receive all your accommodations. It is beneficial for you to book all your exams as soon as you know your exam schedule.**

**If your test is in less than 7 days, your booking is considered late:**

- Please select **'No'** in the Acknowledgment below
- Select a reason for the late booking
- Email [accessibility.testing@saskpolytech.ca](mailto:accessibility.testing@saskpolytech.ca) once you have completed this booking to ensure they have received your booking request

**Accommodations cannot be guaranteed for late bookings.**

Acknowledgement (Do not choose Yes if your exam has to be written less than 7 days from the current date) \*  
I acknowledge that I am meeting the booking deadline of 7 days in advance.

- The deadline for booking is 7 days before your exam date. This is to ensure you receive all your accommodations. It is beneficial for you to book all your exams as soon as you know your exam schedule.**
- If your test is in less than 7 days, your booking is considered late:**
  - Please select **'No'** in the Acknowledgment
  - Select a reason for the late booking
  - Email [accessibility.testing@saskpolytech.ca](mailto:accessibility.testing@saskpolytech.ca) once you have completed the booking to ensure they have received your booking request**Accommodations cannot be guaranteed for late bookings.**
- If your test is in 7 days or more, select *yes* to acknowledge that you are booking before the deadline**
- Enter the name of your instructor in the **Instructor Name** field
- Choose the exam you will be writing from the **Student Entered Exam** drop down
- Enter your phone number in the **Student Phone Number** field
- Choose the campus where you will be writing. If your exam is being delivered remotely, please choose **Remote Delivery**
- Choose your **Program** from the program list
- Select the **Format** of your exam as established by your program
- Review the **Testing Date** and **Testing Time** to ensure they are correct (If one or both are not correct, close the **Confirm Exam Booking** form by clicking on the **X** in the top right corner of the form and go back to [number 4.](#))
- Review the **Length** to ensure it is correct. The length in this screen should show your accommodated time. (If the length is not correct, please email [accessibility.testing@saskpolytech.ca](mailto:accessibility.testing@saskpolytech.ca))
- Check the **Yes** box if you will be using the **ReadSpeaker** program in a **Brightspace** exam, otherwise, leave the box blank. \*This program is available to all Saskpolytech students. If you have a **Reader** accommodation and prefer to use **ReadSpeaker** instead of an in-

- person reader, ensure you uncheck **Exam Reader** under the **Accommodations Needed** heading below
- m. Review **Accommodations Needed**. Uncheck any accommodations that you **do not** plan to use for the exam you are booking
  - n. You may enter any notes that relate to the **Exam Booking**. Please start your note with either **To the Test Centre:** or **To the Instructor:**
  - o. Select **Submit Request**
  - p. You will receive an email confirmation of your submission in your Saskpolytech email
  - q. You can also see your **Pending Booking Requests** and your **Approved Booking Requests** from the Testing Room main page
  - r. If your request(s) remain in pending for an extended period, please contact your instructor

## How to Edit/Cancel a Test Room Booking

You cannot **edit** a booking request once it has been submitted. If you have made an error on your request, you will have to **cancel** the booking then submit a new request. If you cannot cancel your request or if you need to cancel your request within the week prior to your exam date, please contact [Accessibility.Testing@saskpolytech.ca](mailto:Accessibility.Testing@saskpolytech.ca).

You can cancel your request **8 days or more in advance of the requested date**. To cancel your booking:

1. Log into your **Accommodate** account
2. Select the **Testing Room** link on the side menu
3. Find your booking request under **Pending Booking Requests** or **Approved Booking Requests**
4. Select the three dots beside the booking and then select **cancel**



5. Select **OK** or **Cancel** on the pop-up box asking *Are you sure you want to delete this entry? This cannot be undone.*
6. Select **OK** or **Cancel** on the pop-up box asking *Are you absolutely sure?*
7. If you have selected **OK** in both boxes, your booking has been cancelled

You will receive an email with your on-campus room booking details or a Zoom invite with your remote booking details at least 24 hours prior to the exam date.

If you have any issues with the above processes, please contact [Accessibility.Testing@saskpolytech.ca](mailto:Accessibility.Testing@saskpolytech.ca).