2024-2025

Accommodate
Test Room Booking Requests
Student Guide
2024-2025

TESTING SERVICES

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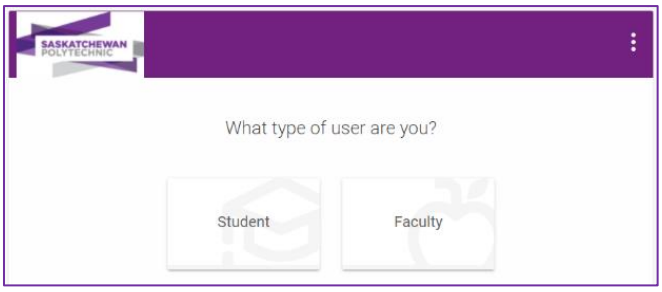
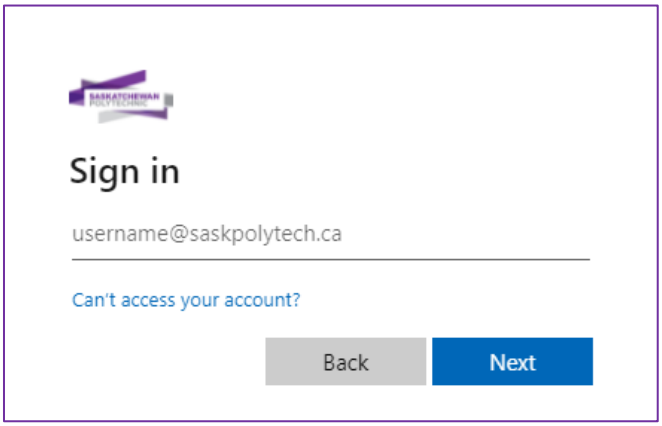
How to Log into your Accommodate Account

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



3. Log in using your Saskpolytech *username*@saskpolytech.ca

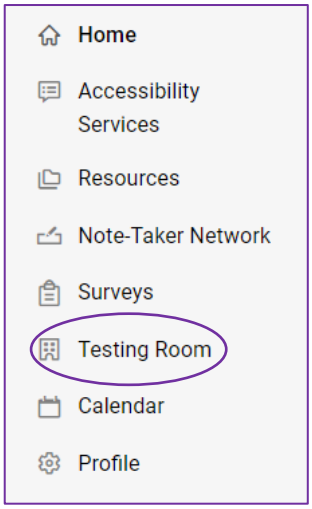


4. Enter your password and select ***Sign in***

How to Submit a Test Room Booking

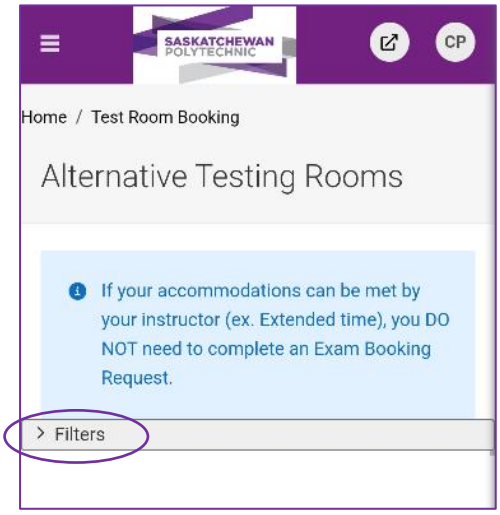
IMPORTANT: If your accommodations can be met by your instructor (ex. Extended Time), you **DO NOT** need to complete an Exam Booking Request.

1. Log into your Accommodate account
2. 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 are using a mobile device, select the three vertical lines on the left and the menu will expand. If you do not see the ***Testing Room*** link, please contact your Accessibility Consultant.

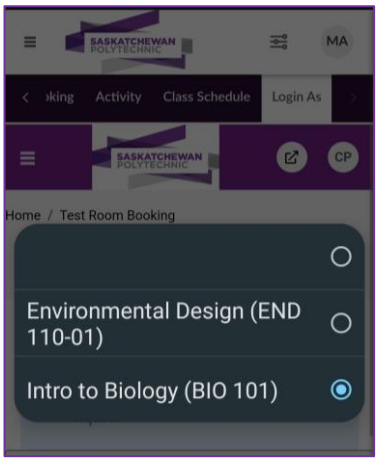


3. Select the ***Testing Room*** link
4. You will see the ***Alternative Testing Rooms*** page. Under ***Pending Booking Requests***, scroll down if necessary and select ***New Booking Request***

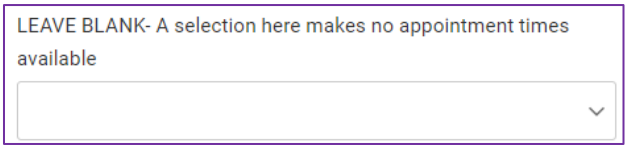
5. If you are using a mobile device, select the arrow beside ***Filters***



6. Choose your course from the drop-down menu (see Figure 1a.).
   Your screen will look like the screenshot below if you are using a mobile device:

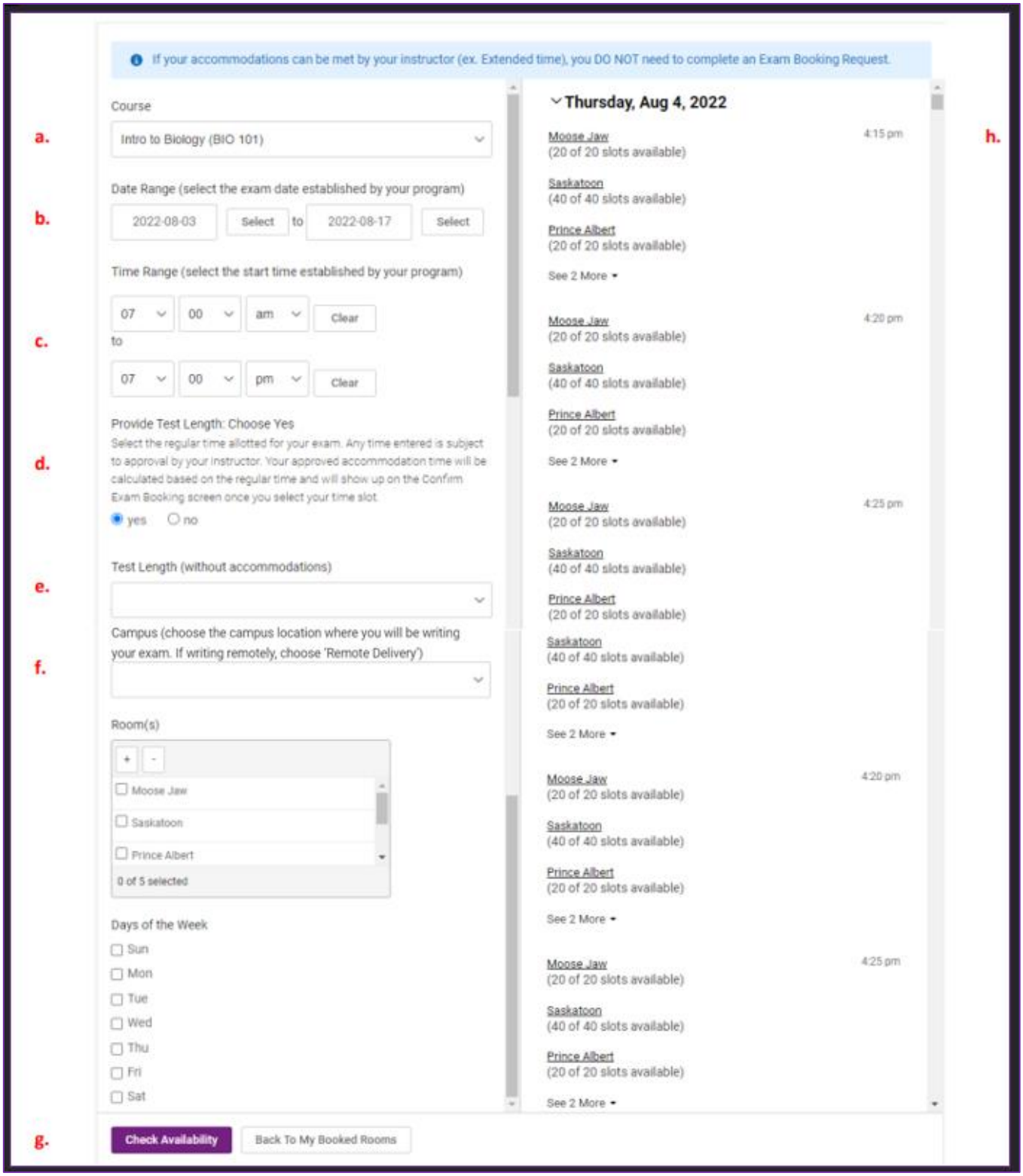


   IMPORTANT: If you see the ***Exam*** drop-down menu once you choose your course, ***do not*** select anything from that list. You will enter your exam information in the ***Confirm Exam Booking*** form that pops up once you choose your time slot in ***step #14***

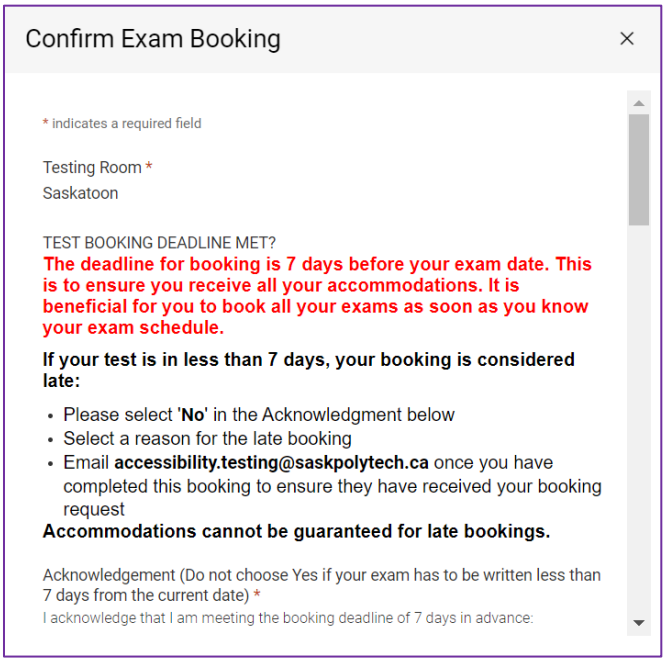


7. Choose the date of your exam as established by your program by clicking on the ***Select*** button beside each date field. If you must write on a certain day, please select the same date in both date fields (see Figure 1b.)
8. Choose the time of your exam as established by your program in each of the time fields. If you must write at a certain time, please select the same time in both the time fields (see Figure 1c.)
9. Select ***yes*** under ***Provide Test Length: Choose Yes*** (see Figure 1d.)
10. Select the **regular allotted time** for your exam in the ***Test Length*** drop-down menu (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.)
11. In the ***Campus*** drop-down menu, choose the location where you will be writing your exam. If your exam is being delivered remotely, please choose ***Remote Delivery*** (see Figure 1f.)
12. You do not need to select anything in ***Room(s)*** or ***Days of the Week*** (You will not see these fields on a mobile device)
13. Select ***Check Availability*** at the bottom of the page (see Figure 1g.)
14. 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 (see Figure 1h.)

Figure 1: New Booking Request Form



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



a. **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.**
b. **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** once you have completed the booking to ensure they have received your booking request

   Accommodations cannot be guaranteed for late bookings.
c. **If your test is in 7 days or more**, select ***yes*** to acknowledge that you are booking before the deadline
d. Enter the name of your instructor in the ***Instructor Name*** field
e. Choose the exam you will be writing from the ***Student Entered Exam*** drop-down menu
f. Enter your phone number in the ***Student Phone Number*** field
g. Choose the campus where you will be writing. If your exam is being delivered remotely, please choose ***Remote Delivery***
h. Choose your ***Program*** from the program list
i. Select the ***Format*** of your exam as established by your program
j. 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 7.)
k. 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**)
l. 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

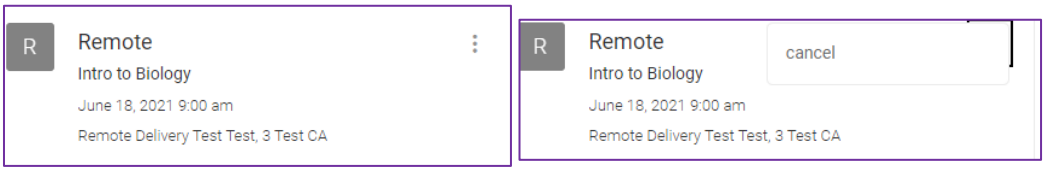
m. Review ***Accommodations Needed***. Uncheck any accommodations that you **do not** plan to use for the exam you are booking
n. You may enter any notes that relate to the ***Exam Booking.*** Please start your note with either ***To the Test Centre:*** or ***To the Instructor:***
o. Select ***Submit 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.

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. If you are using a mobile device, select the three vertical lines on the left and the menu will expand.
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.