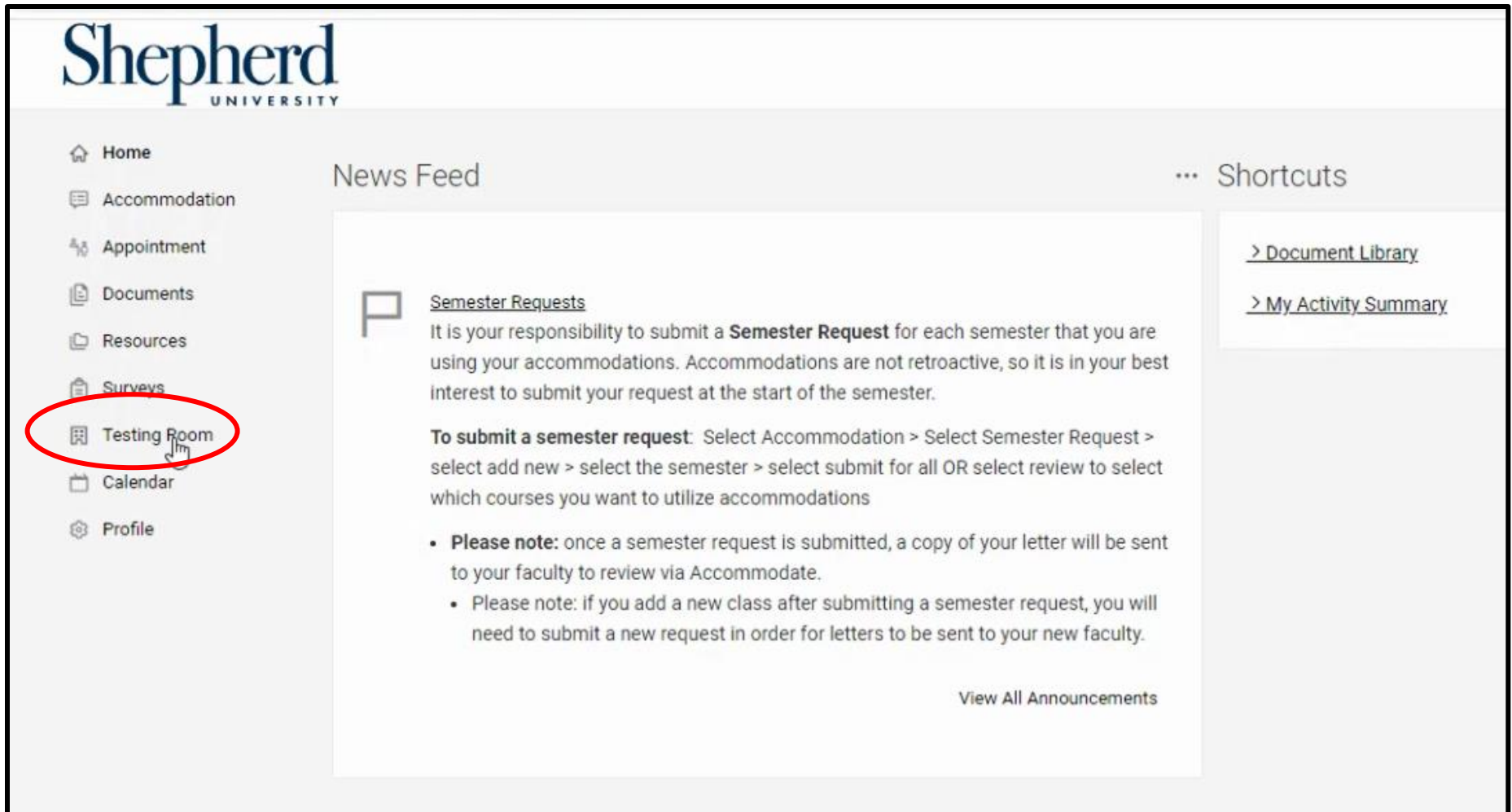


Test Room Booking Request

All student rest room booking forms need to be submitted 5 business days before the test date

Step 1: From the Accommodate home screen, click on Testing Room



The screenshot displays the Shepherd University Accommodate home screen. The top left features the Shepherd University logo. A navigation menu on the left includes: Home, Accommodation, Appointment, Documents, Resources, Surveys, **Testing Room** (circled in red), Calendar, and Profile. The main content area is titled 'News Feed' and contains an announcement titled 'Semester Requests'. To the right, there is a 'Shortcuts' section with links to 'Document Library' and 'My Activity Summary'.

Shepherd UNIVERSITY

Home
Accommodation
Appointment
Documents
Resources
Surveys
Testing Room
Calendar
Profile

News Feed

... Shortcuts

[> Document Library](#)

[> My Activity Summary](#)

Semester Requests
It is your responsibility to submit a **Semester Request** for each semester that you are using your accommodations. Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.

To submit a semester request: Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations

- **Please note:** once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate.
- Please note: if you add a new class after submitting a semester request, you will need to submit a new request in order for letters to be sent to your new faculty.

[View All Announcements](#)

Step 2: Click on “New Booking Request”

The screenshot displays the Shepherd University booking system interface. The top left features the Shepherd University logo. A sidebar on the left contains navigation links: Home, Accommodation, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is divided into two sections: 'Pending Booking Requests' and 'Approved Booking Requests'. The 'Pending Booking Requests' section is empty, showing a 'No records found.' message with an icon of a document and a folder. The 'Approved Booking Requests' section shows one result: 'Accessibility Services Testing Room' for 'Media Relations' on 'June 22, 2022 8:30 am' at 'Gardiner Hall 405 N King St. Shepherdstown, WV 25443 ...' with a '1.5x Extended Test Time'. At the bottom of the page, a blue button labeled 'New Booking Request' is highlighted with a red circle.

Step 3: Select the course from the dropdown you want to have a test proctored for.

Shepherd UNIVERSITY

Home / Test Room Booking

Alternative Testing Rooms

Course

- Ethics of the Internet (ETH02)
- Media Relations (MR01)

Start by choosing a single search filter

Step 4: Select the day(s) you will be taking your test. This should align with the date your class is taking the exam. This must be **5 days** before the testing date.

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Home / Test Room Booking

Alternative Testing Rooms

Course
Ethics of the Internet (ETH02)

Exam Date
2022-06-16 | Select to 2022-06-29 | Select

Exam Start Time
08 | 00 | am | Clear
to
04 | 30 | pm | Clear

Building
[Empty dropdown]

Specific Accommodation Required
Reduced Distraction Environment for Testing X
1.5x Extended Test Time X

Start by choosing a single search filter

If you attempt to make a test room booking request in less than the 5 business days period, Accommodate will show no test room availability.

The screenshot displays the 'Alternative Testing Rooms' page in the Accommodate system. The page header includes the Shepherd University logo and navigation icons. A sidebar on the left contains menu items: Home, Accommodation, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area shows the 'Home / Test Room Booking' breadcrumb and the title 'Alternative Testing Rooms'. The search filters are set as follows: Course is 'Ethics of the Internet (ETH02)', Exam Date is '2022-06-16' to '2022-06-16', Exam Start Time is '08:00 am' to '04:30 pm', and Building is empty. A message box at the top right of the results area, highlighted with a red oval, states 'No open booking slots found'. At the bottom, a tag for 'Specific Accommodation Required' is visible, with 'Reduced Distraction Environment for Testing' selected.

Step 5: It is suggested to leave the exam time as our office hours, 8:00am-4:30pm. Select the building as Gardiner Hall, and the Accessibility Services Testing Room for the room.

Shepherd UNIVERSITY

Home / Test Room Booking

Alternative Testing Rooms

Exam Start Time

08 00 am Clear

to

04 30 pm Clear

Building

Gardiner Hall

Specific Accommodation Required

Reduced Distraction Environment for Testing X

1.5x Extended Test Time X

Add...

Room(s)

+ -

Accessibility Services Testing Room

Start by choosing a single search filter

Step 6: Select the day(s) you will be taking the test, then click the “Check Availability” button

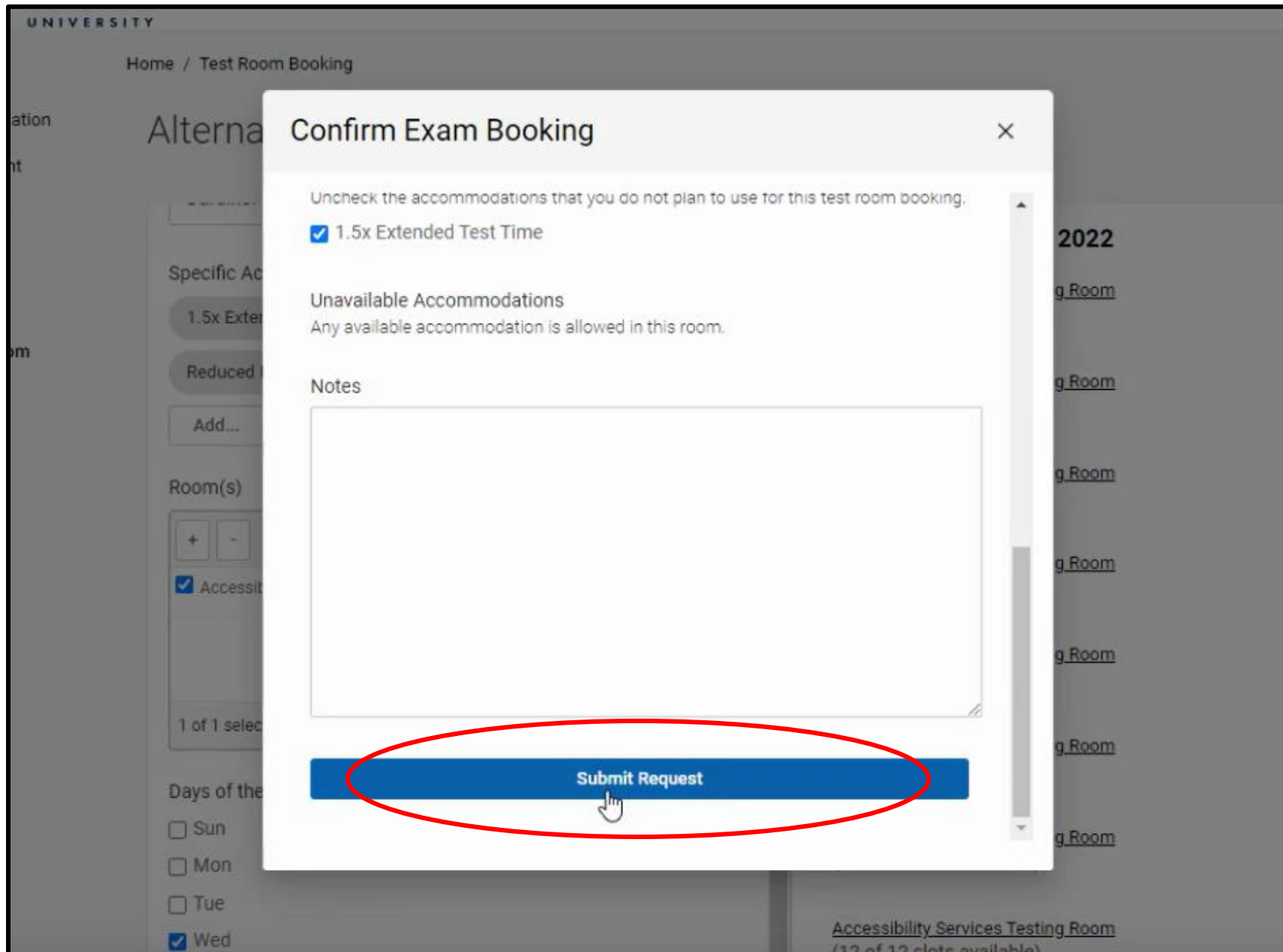
The screenshot displays the Shepherd University website interface for booking a testing room. On the left is a navigation sidebar with links for Home, Accommodation, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area includes a filter for '1.5x Extended Test Time', a filter for 'Reduced Distraction Environment for Testing', and an 'Add...' button. Below these is a 'Room(s)' section with a list containing 'Accessibility Services Testing Room' (checked) and a '1 of 1 selected' indicator. A 'Days of the Week' section has checkboxes for Sun, Mon, Tue, Wed (checked), Thu (checked), Fri, and Sat. At the bottom, the 'Check Availability' button is circled in red, and a 'Back To My Booked Rooms' button is visible to its right. The right-hand panel features a large back arrow icon and the text 'Start by choosing a single search filter'.

Step 7: All of the available times for the time and date you entered will appear on the right. Select the time you will be taking the exam to generate the confirmation form.

The screenshot displays the 'Alternative Testing Rooms' booking interface. On the left, a navigation menu includes Home, Accommodation, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area shows filters for 'Specific Accommodation Required' with '1.5x Extended Test Time' and 'Reduced Distraction Environment for Testing' selected. Under 'Room(s)', 'Accessibility Services Testing Room' is selected. The 'Days of the Week' section has 'Sun', 'Mon', and 'Tue' unchecked. On the right, a list of available times for 'Thursday, Jun 23, 2022' is shown, all for the 'Accessibility Services Testing Room' with 12 of 12 slots available. The times range from 8:00 am to 11:30 am.

Room	Time
Accessibility Services Testing Room (12 of 12 slots available)	8:00 am
Accessibility Services Testing Room (12 of 12 slots available)	8:30 am
Accessibility Services Testing Room (12 of 12 slots available)	9:00 am
Accessibility Services Testing Room (12 of 12 slots available)	9:30 am
Accessibility Services Testing Room (12 of 12 slots available)	10:00 am
Accessibility Services Testing Room (12 of 12 slots available)	10:30 am
Accessibility Services Testing Room (12 of 12 slots available)	11:00 am
Accessibility Services Testing Room (12 of 12 slots available)	11:30 am

Step 9: Once you are finished with the confirmation form click “Submit Request” at the bottom.



You will be taken back to your testing room page where your new request will be listed as pending. You will receive an email once your request has been approved by Accessibility Services

The screenshot displays the 'Alternative Testing Rooms' page in the Accessibility Services Management System. The page is divided into two main sections: 'Pending Booking Requests' and 'Approved Booking Requests'. Each section shows a single request for the 'Accessibility Services Testing Room'. The pending request is for 'Ethics of the Internet' on June 23, 2022, at 9:00 am. The approved request is for 'Media Relations' on June 22, 2022, at 8:30 am. Both requests are for Gardiner Hall 405 N King St. and include a 1.5x extended test time. A 'New Booking Request' button is visible at the bottom of the pending requests section. The page footer includes the text 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

Shepherd UNIVERSITY

Home / Test Room Booking

Alternative Testing Rooms

Pending Booking Requests

1 Results

AR	Accessibility Services Testing Room	:
	Ethics of the Internet	
	June 23, 2022 9:00 am	
	Gardiner Hall 405 N King St. Shepherdstown , WV 25443 ...	
	1.5x Extended Test Time	

[New Booking Request](#)

Approved Booking Requests

1 Results

AR	Accessibility Services Testing Room	:
	Media Relations	
	June 22, 2022 8:30 am	
	Gardiner Hall 405 N King St. Shepherdstown , WV 25443 ...	
	1.5x Extended Test Time	

Accessibility Services Management System

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