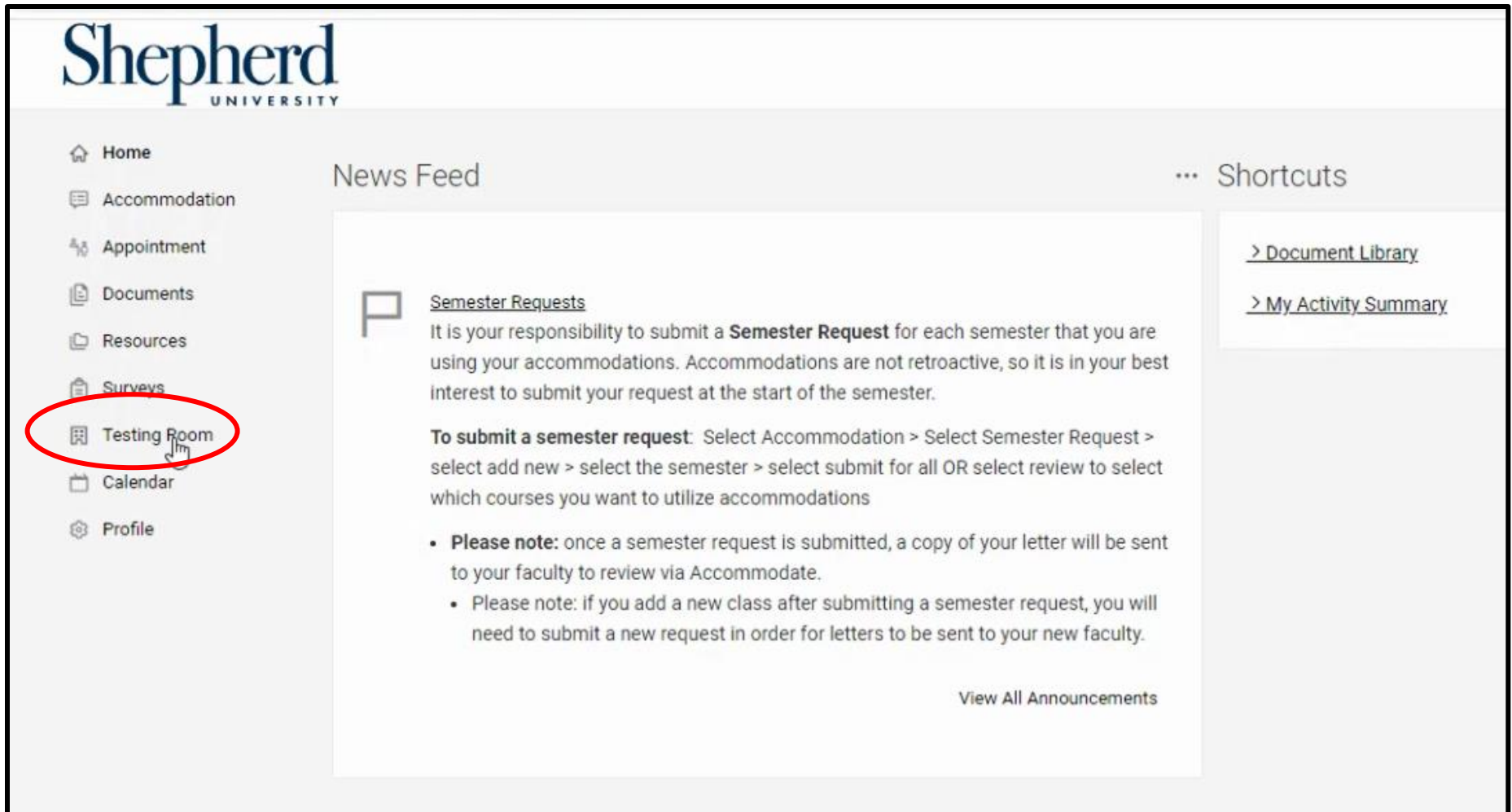# Test Room Booking Request

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

Step 2: Click on "New Booking Request"

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

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.

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.

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.

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

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.

Step 8: The confirmation form will show you your test date, time, and length you will have based on your accommodations. Select what type of test from the dropdown.

Step 9: Once you are finished with the confirmation form click "Submit Request" at the bottom.
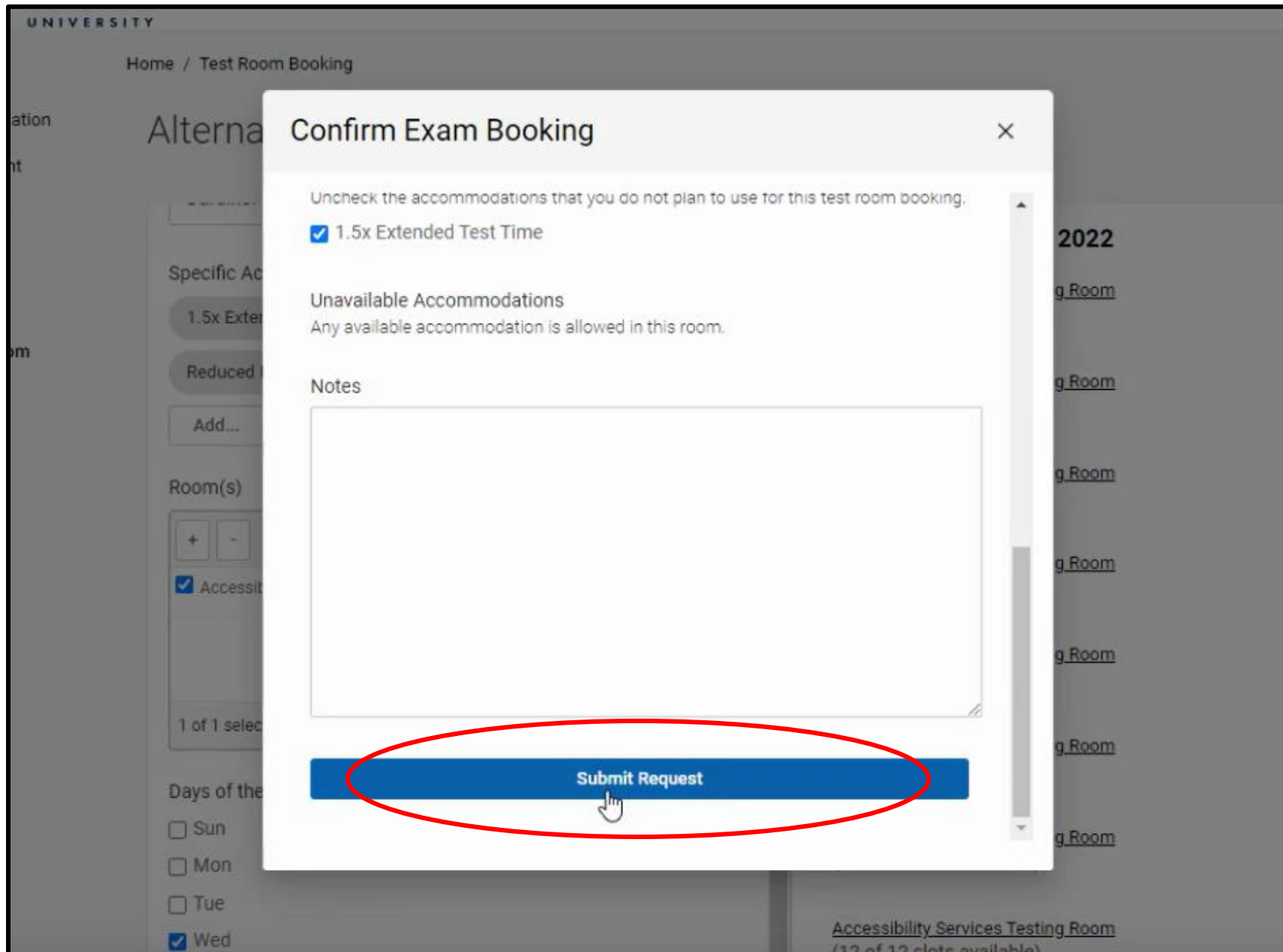
You will be taken back to your testing room page where your new request will be listed as pending. You will receive an email once your request has been approved by Accessibility Services