How to Schedule an Exam for Virtual Testing

Accommodate will not show available spaces if you are attempting to schedule an appointment less than 1 week before your test.

1. **Log in to Accommodate**
2. Click on the “**Testing Room**” tab located at the left side of the page. If this tab isn’t visible, this could mean that you need to [activate your academic accommodations for the current semester/ term](#). Otherwise, contact DSS for assistance.
3. Click on the “**New Testing Request**” button, located toward the bottom of the screen.
4. Select the course you have your exam in from the “**Course**” dropdown menu. The page will then reload.
5. Select the date your exam will take place. You can do this by modifying the “**Date Range**”. Then specify what time you need to take your exam by using the “**Time Range**” bar.
6. Below the Time Range bar, you can specify whether or not this particular exam is a Final Exam. If your test or quiz is not the entire length of your class time, for “**Exam Length**,” select “**Yes**”. Then indicate the amount of time the class is given to complete the test or quiz. Otherwise, select “**No**”.
7. For “**Room(s)**”, select “**Online Exam**”. This will indicate to our office the exam will be through an online format and/or proctored virtually. You will later select the specific online format of the exam (Blackboard, Zoom, etc.) after completing Step #8
8. A popup window will appear when you select a time. You may write the name of the exam/quiz using the space provided next to where it appears. For example, exam 2, quiz 4, etc.
   ○ Please note: Students are expected to take a test/quiz within one week of the IN-CLASS Exam date. Alternate test dates and times can be requested but must be approved by your Professor. Possible reasons a student may need to take their test/quiz at a different time than the class may include having back-to-back classes or having an evening course that occurs after DSS closes at 5:00 PM.
9. Click ‘**Submit Request**’ to finish submitting your exam booking request. You will then see your request listed underneath ‘**Pending Requests**’. When the request is approved, you will see it listed underneath ‘**Approved Test Accommodation Appointment Requests**’

DSS will process your request and determine if our office needs to proctor the exam. You will receive a follow up email if you have been approved for DSS proctoring. If DSS does not need to assist, testing responsibility will become the professor’s responsibility. Learn more about this by viewing the Resource Library in Accommodate and finding the COVID-19 Student Testing Accommodations FAQ.

If you have any questions or need a walk-through of submitting a Testing Request, please contact our office by calling 805-493-3464 or emailing [dsstesting@callutheran.edu](mailto:dsstesting@callutheran.edu).