



**2021-2022**

***How to do a SAA Testroom Booking***

***ALL Exam Proctoring is In-Person***

SAA Testing is all in-person. We are located in Howarth 003 (the basement).  
SAA requires a minimum of 4 days when doing a test room booking.

Please email [SAA@pugetsound.edu](mailto:SAA@pugetsound.edu) if you need assistance in  
doing a Testroom booking.

# Student Responsibilities

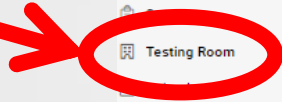
1. Do a test room booking through your Accommodate account, 4 days prior to the exam, to reserve a seat.
2. Notify your professor to send the exam to SAA.
3. Exams must be taken during the class time, extended time can be added before or after class time. Test cannot be taken at another time or day unless approved by your professor, in which case, please note the approval in the Additional Information box when doing a test room booking.
4. If you arrive without a test room booking you will be asked to do the booking before you start the exam.

**NOTE : See slide #8 for Final Exam Test room booking instructions.**

# SIGNING UP TO TAKE AN EXAM IN THE SAA TESTING SPACE

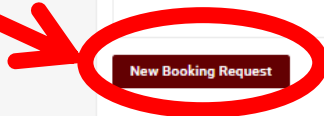
- Click on the “Testing Room” tab.
- Then click on “New Booking Request”.

CLICK HERE



A screenshot of the 'Accommodate' application interface. The page title is 'Alternative Testing Rooms'. A blue information banner at the top states: 'SAA Testing is all in-person. We are located in Howarth 003 (the basement). SAA requires a minimum of 4 days when doing a test room booking. (Please discuss with your professor their expectations for the number of days in advance that you will need to make a SAA test room booking.)'. Below this, there are two columns: 'Pending Booking Requests' and 'Approved Booking Requests', both showing 'No records found.' with a document icon. At the bottom of the page, there is a 'New Booking Request' button, which is circled in red. The footer contains 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.

NEXT CLICK HERE



# SIGNING UP FOR SAA PROCTORING

- Select your exam class from the drop down menu.

The screenshot shows the Accommodate website interface. The header includes the logo and navigation icons. A sidebar on the left lists menu items: Home, Accommodation, Resources, Class Notes, Surveys, Testing Room, and Calendar. The main content area is titled 'Alternative Testing Rooms' and includes a blue informational banner about SAA testing. Below the banner is a form with a 'Course' dropdown menu, which is circled in red. A red arrow points to the dropdown menu with the text 'CLICK HERE'.

CLICK HERE

- Fill in all the relevant information to narrow your search.
- After you click “Check Availability,” the available testing times will appear on the right.
- Select exam time.
- **Please schedule your exam early enough to be finished by the time SAA closes. SAA Office hours are M - F from 8am to 5pm.**
- **During FINAL EXAM week we are open from 8am to 7pm.**

Accommodate

Home  
Accommodation  
Resources  
Class Notes  
Surveys  
Testing Room  
Calendar

SAA Testing is all in-person. We are located in Howarth 003 (the basement). SAA requires a minimum of 4 days when doing a test room booking. (Please discuss with your professor their expectations for the number of days in advance that you will need to make a SAA test room booking.)

07:00 pm Clear

Final Exam  
 Yes  no

Building  
[Dropdown]

Room(s)  
+ -  
 SAA Testing Room  
0 of 1 selected

Days of the Week  
 Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

Thursday, Sep 9, 2021

<a href="#">SAA Testing Room</a> (200 of 200 slots available)	10:15 am
<a href="#">SAA Testing Room</a> (200 of 200 slots available)	10:30 am
<a href="#">SAA Testing Room</a> (200 of 200 slots available)	10:45 am
<a href="#">SAA Testing Room</a> (200 of 200 slots available)	11:00 am
<a href="#">SAA Testing Room</a> (200 of 200 slots available)	11:15 am
<a href="#">SAA Testing Room</a> (200 of 200 slots available)	11:30 am
<a href="#">SAA Testing Room</a> (200 of 200 slots available)	11:45 am
<a href="#">SAA Testing Room</a> (200 of 200 slots available)	12:00 pm
<a href="#">SAA Testing Room</a> (200 of 200 slots available)	12:15 pm

**Available times**

Check Availability Back To My Booked Rooms

Accessibility Services Management System Privacy Policy | Terms of Use

Check  
Availability

- After selecting a time you will be taken directly to this menu
- Fill in and confirm all the relevant information and press submit request.

### Confirm Exam Booking

\* indicates a required field

SAA Testing  
**Please schedule your exam early enough to be finished by the time SAA closes. SAA Office hours are M - F from 8am to 5pm.**  
**During FINAL EXAM week we are open from 8am to 7pm.**

Testing Room \*  
SAA Testing Room

Course \*  
saa test course ()

Testing Date \*  
September 09, 2021

Testing Time \*  
11:15 am



### Confirm Exam Booking

ETDR50% - 50% Extended Time on Test to be taken in a distraction reduced environment

Unavailable Accommodations  
Any available accommodation is allowed in this room.

Additional Information

[Submit Request](#)

- After your request is submitted you'll be directed to this page.
- In this page you have the option to cancel exams you have signed up for.
- If you need to reschedule, please email [SAA@pugetsound.edu](mailto:SAA@pugetsound.edu) rather than cancelling and making a new booking.
- The SAA Testroom located in Howarth 003

Accommodate

Home / Test Room Booking

### Alternative Testing Rooms

**SAA Testing is all in-person. We are located in Howarth 003 (the basement). SAA requires a minimum of 4 days when doing a test room booking. (Please discuss with your professor their expectations for the number of days in advance that you will need to make a SAA test room booking.)**

**Pending Booking Requests**

No records found.

**Approved Booking Requests**

1 Results

SR	SAA Testing Room	⋮
	saa test course	
	September 09, 2021 11:15 am	
	Howarth 003 (basement),	
	ETDR50%	

[New Booking Request](#)

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

When approved,  
the bookings will be  
found here on the  
right



# Final Exam Booking Instructions

The Final Exam schedule is both fixed and different from the normal class schedule. You will receive an email notifying you of the finals signup deadline. This email will be sent out closer to Final Exam Week.