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 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”.

![Testing Room](image-url)
SIGNING UP FOR SAA PROCTORING

- Select your exam class from the drop down menu.
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.
After selecting a time you will be taken directly to this menu
Fill in and confirm all the relevant information and press 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 rather than cancelling and making a new booking.
- The SAA Testroom located in Howarth 003

![Accommodate](image)

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.