



2022-2023
How to do a SAA Test Room Booking
ALL Exam Proctoring is In-Person

SAA Testing is all in-person. We are located in Howarth 003 (the basement).
SAA requires test room bookings to be completed 4 class days before the exam.

Please email saa@pugetsound.edu if you need assistance with completing a test room booking.

Student Responsibilities

1. You must book your exams at least 4 class days in advance of the exam date. We do not like to turn students away, so please follow the exam policy.
2. Since instructors list their course exams on their syllabi, we encourage you to book your exams at the beginning of the semester and cancel if you decide not to use the testing accommodation.
3. Following processes and respecting the time needed for everyone (students, faculty, and SAA staff) to do their part ensures that you are able to access your exam accommodation.
4. Email your professor to remind them to send the exam to SAA
5. Exams must be taken during the class time; extended time can be added before or after class time. Tests 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.
6. SAA does not proctor take home exams

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

Signing Up To Take An Exam in The SAA Testing Center

- Click on the "Testing Room" tab ,then click on "New Booking Request".

CLICK
HERE

NEXT
CLICK
HERE

The screenshot shows the 'Accommodate' website interface. The sidebar on the left contains a menu with the following items: Home, Accommodation, Resources, Support, Testing Room (circled in red), and Calendar. A red arrow points from the text 'CLICK HERE' to the 'Testing Room' menu item. The main content area is titled 'Alternative Testing Rooms' and includes a blue information box with the following text: '• You must submit a booking request at least four days in advance of the exam date. You will receive an email notification from SAA when your booking request has been approved. We do not like to turn students away, so please follow this exam policy. • Since instructors list their course exams on their syllabi, we encourage you to book your exams at the beginning of the semester and cancel if you decide not to use the testing accommodation. • Following processes and respecting the time needed for everyone (students, faculty, and SAA staff) to do their part ensures that you are able to access your exam accommodation.' Below this, there are two sections: 'Pending Booking Requests' (which shows 'No records found.') and 'Approved Booking Requests' (which shows '1 Results'). The 'Approved Booking Requests' section contains a single entry for 'SAA Testing Room' with details: 'SAA 101 A', 'January 12, 2023 9:00 am', 'Howarth 003 (basement)', and 'ETDR50% - 50% extended time on all exams and quizzes...'. A red arrow points from the text 'NEXT CLICK HERE' to a 'New Booking Request' button located at the bottom of the page, which is also circled in red.

New Booking Request

- Select your exam class from the drop down menu.

The screenshot shows the 'Accommodate' website interface. The header includes the logo and a user profile icon labeled 'SC'. The breadcrumb trail is 'Home / Test Room Booking'. The main heading is 'Alternative Testing Rooms'. A blue information box contains the following text: '• You must submit a booking request at least four days in advance of the exam date. You will receive an email notification from SAA when your booking request has been approved. We do not like to turn students away, so please follow this exam policy. • Since instructors list their course exams on their syllabi, we encourage you to book your exams at the beginning of the semester and cancel if you decide not to use the testing accommodation. • Following processes and respecting the time needed for everyone (students, faculty, and SAA staff) to do their part ensures that you are able to access your exam accommodation.' Below this, a 'Course' dropdown menu is highlighted with a red circle and contains the text 'SAA 101 A ()'. 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, click check availability on the right side of screen
- Select exam time and submit booking. Please schedule your exam early enough to be finished by 5pm.

Accommodate

- Home
- Accommodation
- Resources
- Surveys
- Testing Room
- Calendar

• You must submit a booking request at least four days in advance of the exam date. You will receive an email notification from SAA when your booking request has been approved. We do not like to turn students away, so please follow this exam policy. • Since instructors list their course exams on their syllabi, we encourage you to book your exams at the beginning of the semester and cancel if you decide not to use the testing accommodation. • Following processes and respecting the time needed for everyone (students, faculty, and SAA staff) to do their part ensures that you are able to access your exam accommodation.

09 00 am Clear

to

08 00 pm Clear

Building

Howarth 003 (basement)

Room(s)

+ -

SAA Testing Room

1 of 1 selected

Days of the Week

Sun

Mon

Tue

Wed

Thursday, Jan 12, 2023

SAA Testing Room
(200 of 200 slots available)

9:00 am

SAA Testing Room
(200 of 200 slots available)

9:15 am

SAA Testing Room
(200 of 200 slots available)

9:30 am

SAA Testing Room
(200 of 200 slots available)

9:45 am

SAA Testing Room
(200 of 200 slots available)

10:00 am

SAA Testing Room
(200 of 200 slots available)

10:15 am

SAA Testing Room
(200 of 200 slots available)

10:30 am

SAA Testing Room
(200 of 200 slots available)

10:45 am

SAA Testing Room
(200 of 200 slots available)

11:00 am

Click on correct booking

Check Availability

Check Availability

Back To My Booked Rooms

- When you select a time you are directed to this window
- In the Additional Information box, please put any notes SAA needs to know. If you are taking this exam at a different day/time than the class meets, you must have permission from your professor. Please put a note letting us know you have approval from your professor, then click **“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 all exams and quizzes in a distraction reduced environment

Unavailable Accommodations
Any available accommodations allowed in this room.

Additional Information
My professor has approved me to take this at a different time than the class meets.

Submit Request

- After your request is submitted, you'll be directed to this page.
- On this page you have the option to cancel exams you have signed up for. Click on the 3 dots and click cancel.

Accommodate

Home / Test Room Booking

Alternative Testing Rooms

Information: You must submit a booking request at least four days in advance of the exam date. You will receive an email notification from SAA when your booking request has been approved. We do not like to turn students away, so please follow this exam policy. Since instructors list their course exams on their syllabi, we encourage you to book your exams at the beginning of the semester and cancel if you decide not to use the testing accommodation. Following processes and respecting the time needed for everyone (students, faculty, and SAA staff) to do their part ensures that you are able to access your exam accommodation.

Pending Booking Requests

No records found.

Approved Booking Requests

1 Results

SR	SAA Testing Room SAA 101 A January 12, 2023 9:00 am Howarth 003 (basement), ETDR50% - 50% extended time on all exams and quizzes...	⋮
----	---	---

When approved, the bookings will be found here.

To cancel an exam, click on the 3 dots, then click cancel.

Final Exam Booking Instructions

- 1.** Ask each of your professor if there will be a final exam. If so, make sure to remind your instructor to send the exam to SAA. (The final exam schedule is fixed by the university. If you have an extra time accommodation, SAA will adjust your testing duration accordingly, but you must start your final exam at the scheduled start time.)
- 2.** Do a test room booking for your final exam ASAP
- 3.** SAA does NOT proctor take home exams
- 4.** The deadline for making a final exam booking is Friday, April 28th at 5pm