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.

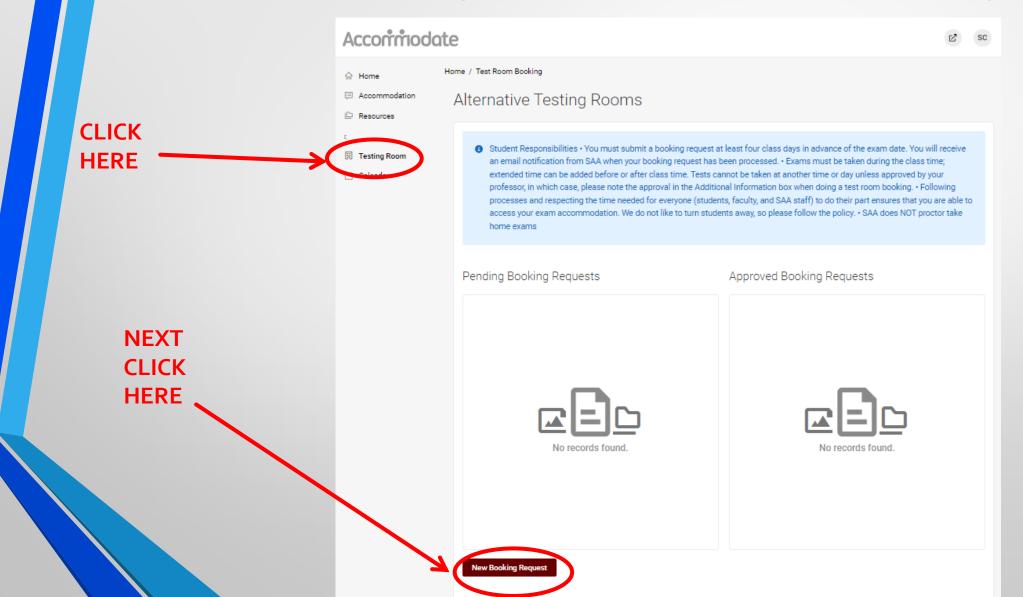Please email saa@pugetsound.edu if you need assistance with completing a test room booking.

Student Responsibilities

1. You must book your exams at least <u>4 class days in advance of the exam date</u>. We do not like to turn students away, so please follow the exam policy.

2. 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.

3. 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.
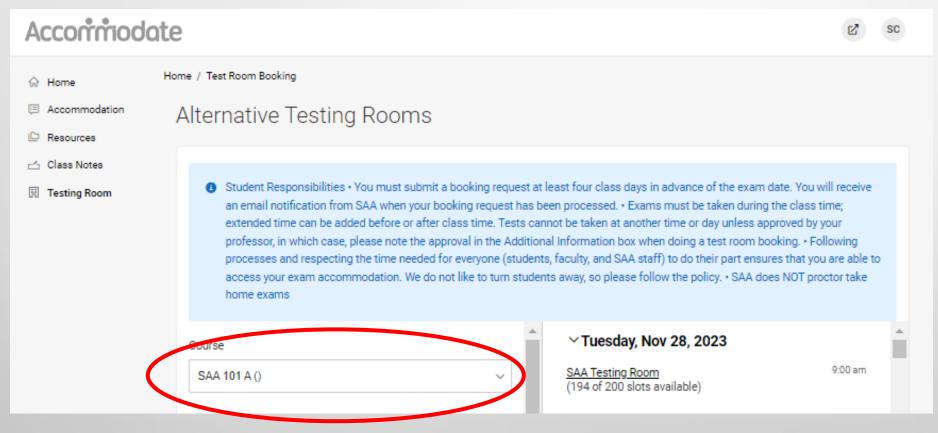
4. SAA **does not** proctor take home exams

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

Signing Up To Take An Exam in The SAA Testing Center

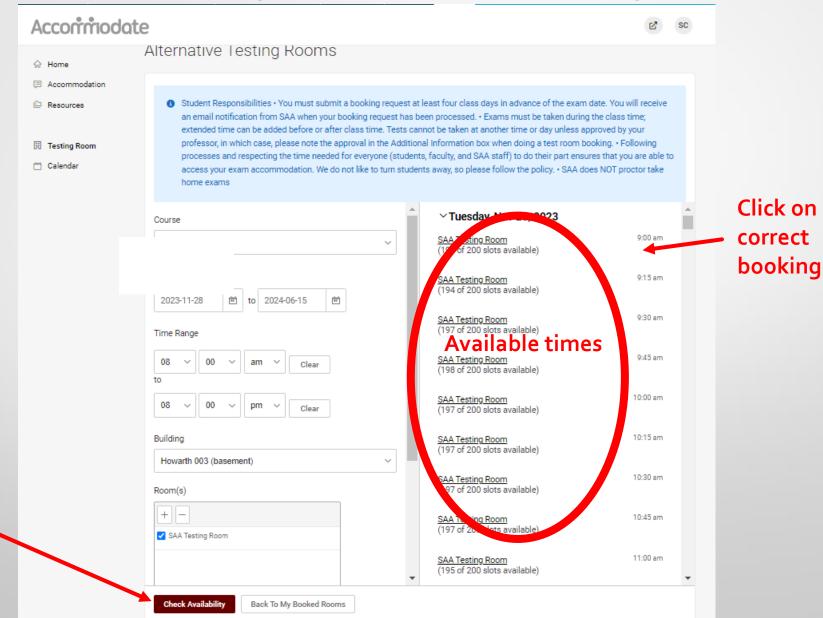- Click on the "Testing Room" tab ,then click on "New Booking Request".

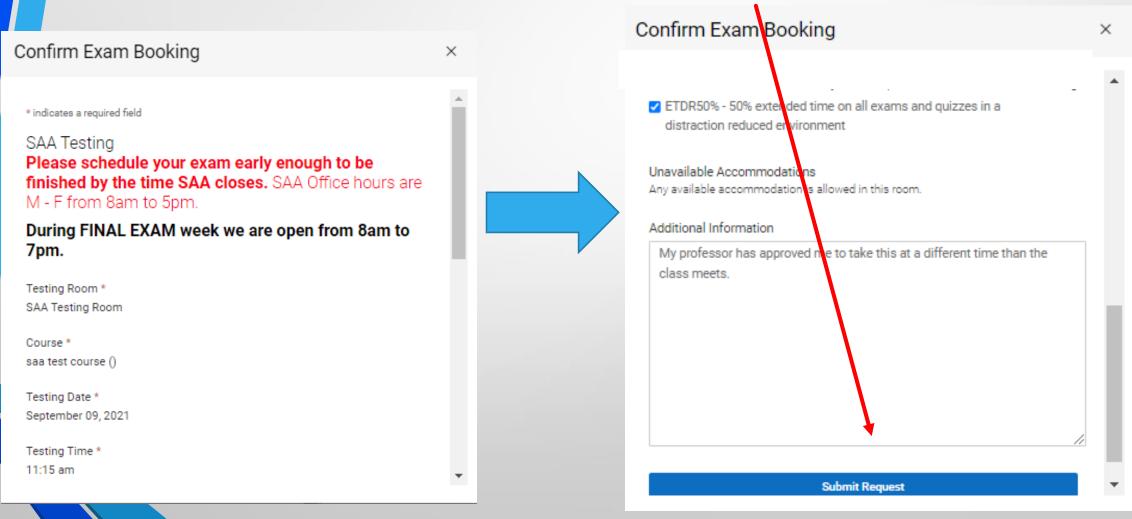- Select your exam class from the drop down menu.

- 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.
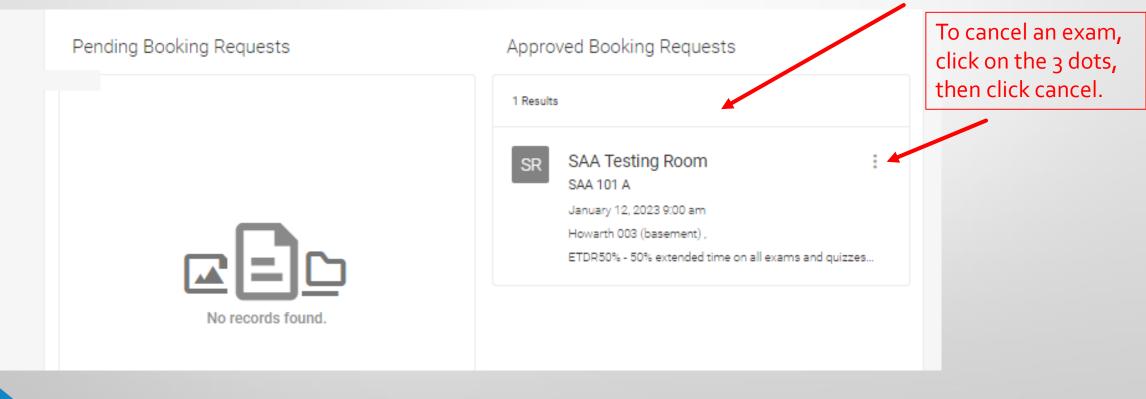
- When you select a time you are directed to this window
- In the Additional Information box, please put any notes SAA needs to know. If you are taking this exam at a different day/time than the class meets, you must have permission from your professor. Please put a note letting us know you have approval 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.

When approved, the bookings will be found here.

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

Pending Booking Requests

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...

No records found.

Final Exam Booking Instructions

1. Ask each of your professor if there will be a final exam.

2. The final exam schedule is fixed by the university and cannot be changed.

3. If you have an extra time accommodation, SAA will adjust your testing duration accordingly, but you <u>must</u> start your final exam at the scheduled start time.

4. Do a test room booking for your final exam ASAP

5. SAA <u>does NOT</u> proctor take home exams

6. The deadline for making a final exam booking is Friday, Dec 1st at 5pm