

# ***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](mailto: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. 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”.

CLICK  
HERE



NEXT  
CLICK  
HERE



The screenshot shows the Accommodate website interface. The left sidebar contains a menu with 'Home', 'Accommodation', 'Resources', and 'Testing Room'. The 'Testing Room' tab is selected and circled in red. The main content area is titled 'Alternative Testing Rooms' and contains a blue information box with student responsibilities. Below this, there are two sections: 'Pending Booking Requests' and 'Approved Booking Requests', both showing 'No records found.' At the bottom of the page, a red button labeled 'New Booking Request' is circled in red.

- Select your exam class from the drop down menu.

The screenshot shows the 'Accommodate' website interface. The header includes the logo and user icons. The left sidebar contains navigation links: Home, Accommodation, Resources, Class Notes, and Testing Room. The main content area is titled 'Alternative Testing Rooms' and includes a blue informational box with student responsibilities. Below this, a table lists available testing rooms. The first row shows 'SAA 101 A ()' in the 'Course' column, which is circled in red. The 'Date' column shows 'Tuesday, Nov 28, 2023' and the 'Room' column shows 'SAA Testing Room (194 of 200 slots available)' with a time of '9:00 am'.

Course	Date	Room	Time
SAA 101 A ()	Tuesday, Nov 28, 2023	SAA Testing Room (194 of 200 slots available)	9:00 am

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

Alternative Testing Rooms

Home  
Accommodation  
Resources  
Testing Room  
Calendar

Student Responsibilities • You must submit a booking request at least four class days in advance of the exam date. You will receive an email notification from SAA when your booking request has been processed. • 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. • 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. We do not like to turn students away, so please follow the policy. • SAA does NOT proctor take home exams

Course  
2023-11-28 to 2024-06-15  
Time Range  
08:00 am to 08:00 pm  
Building  
Howarth 003 (basement)  
Room(s)  
+ -  
☒ SAA Testing Room

▼ Tuesday, November 14, 2023

<a href="#">SAA Testing Room</a> (197 of 200 slots available)	9:00 am
<a href="#">SAA Testing Room</a> (194 of 200 slots available)	9:15 am
<a href="#">SAA Testing Room</a> (197 of 200 slots available)	9:30 am
<a href="#">SAA Testing Room</a> (198 of 200 slots available)	9:45 am
<a href="#">SAA Testing Room</a> (197 of 200 slots available)	10:00 am
<a href="#">SAA Testing Room</a> (197 of 200 slots available)	10:15 am
<a href="#">SAA Testing Room</a> (197 of 200 slots available)	10:30 am
<a href="#">SAA Testing Room</a> (197 of 200 slots available)	10:45 am
<a href="#">SAA Testing Room</a> (195 of 200 slots available)	11:00 am

Check Availability Back To My Booked Rooms

Click on  
correct  
booking

Available times

Check  
Availability

- 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 accommodation is 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



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...



# 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 must start your final exam at the scheduled start time.
4. Do a test room booking for your final exam ASAP
5. SAA does NOT proctor take home exams
6. The deadline for making a final exam booking is Friday, Dec 1<sup>st</sup> at 5pm