

How to do a SAA Test Room Booking

We are located in Howarth 003 (the basement).

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

Student Responsibilities

1. You submit your test room bookings 4 class days in advance of the exam date. You cannot book a Monday exam over the weekend. Monday exams must be booked by the previous Thursday by 12pm.
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. We do not like to turn students away, so please follow the exam policy.
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 navigation menu on the left includes 'Home', 'Accommodation', 'Resources', and 'Testing Room', with 'Testing Room' circled in red. The main content area is titled 'Alternative Testing Rooms' and contains a blue information box with SAA policy details. Below this, there are two sections: 'Pending Booking Requests' and 'Approved Booking Requests'. The 'Pending Booking Requests' section shows 'No records found.' and a 'New Booking Request' button circled in red. The 'Approved Booking Requests' section shows one result for 'SAA Testing Room' with details including 'SAA 101 A', 'March 22, 2024 1:00 pm', 'Howarth 003 (basement)', and 'ETDR100% - 100% extended time on all exams an...'. The 'Accommodate' logo and user profile icons are visible at the top.

- Select your exam class from the drop down menu.

The screenshot shows the 'Accommodate' website interface. The header includes the logo and a 'SC' button. A left sidebar contains navigation links: Home, Accommodation, Resources, Testing Room, and Calendar. The main content area is titled 'Home / Test Room Booking' and 'Alternative Testing Rooms'. A light blue information box contains the following text: 'SAA Policy - Test Room Bookings must be submitted four class days prior to the exam date. Monday exams cannot be booked over the weekend, and must be booked by the prior Thursday at 12pm. • 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. • We do not like to turn students away, so please follow the policy. • SAA does NOT proctor take home exams'. Below this, a 'Course' dropdown menu is visible, with 'SAA 101 A ()' selected. A red circle highlights the dropdown menu, and a red arrow points to it 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 / Test Room Booking

Alternative Testing Rooms

SAA Policy - Test Room Bookings must be submitted four class days prior to the exam date. Monday exams cannot be booked over the weekend, and must be booked by the prior Thursday at 12pm. 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. We do not like to turn students away, so please follow the policy. SAA does NOT proctor take home exams

Course:

2024-03-21 to 2024-10-07

Time Range: 08:00 am to 08:00 pm

Building:

Room(s): SAA Testing Room

Check Availability Back To My Booked Rooms

Thursday, Mar 21, 2024

SAA Testing Room (197 of 200 slots available)	1:30 pm
SAA Testing Room (197 of 200 slots available)	1:45 pm
SAA Testing Room (197 of 200 slots available)	2:00 pm
SAA Testing Room (197 of 200 slots available)	2:15 pm
SAA Testing Room (197 of 200 slots available)	2:30 pm
SAA Testing Room (197 of 200 slots available)	2:45 pm
SAA Testing Room (198 of 200 slots available)	3:00 pm
SAA Testing Room (198 of 200 slots available)	3:15 pm
SAA Testing Room (198 of 200 slots available)	3:30 pm

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 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



No records found.

Approved Booking Requests

1 Results



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, April 19th at 5pm