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.

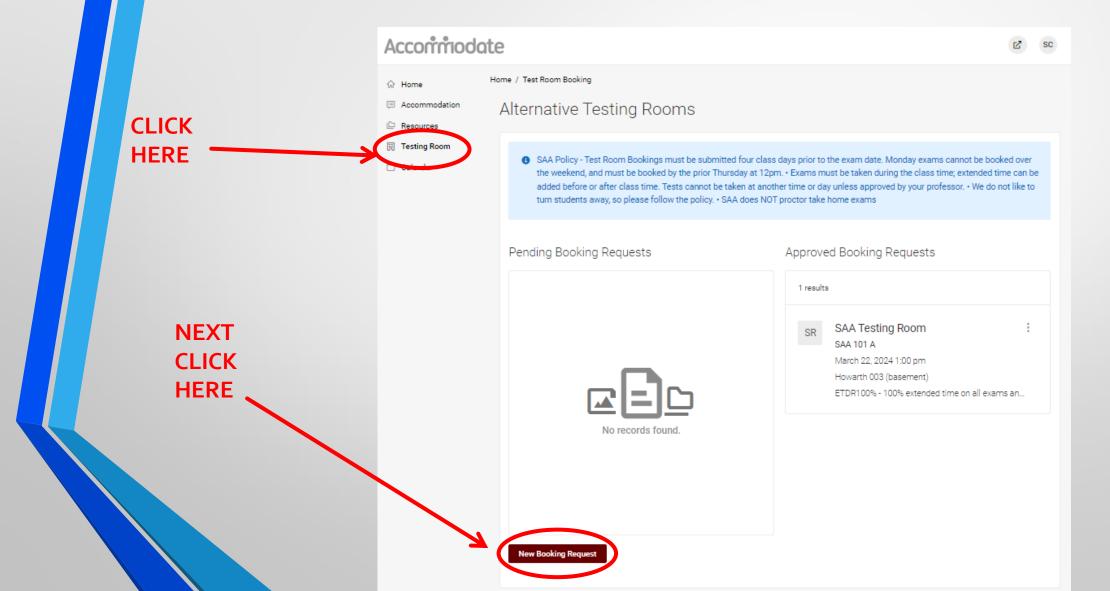
Student Responsibilities

- 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 <u>does not</u> proctor take home exams

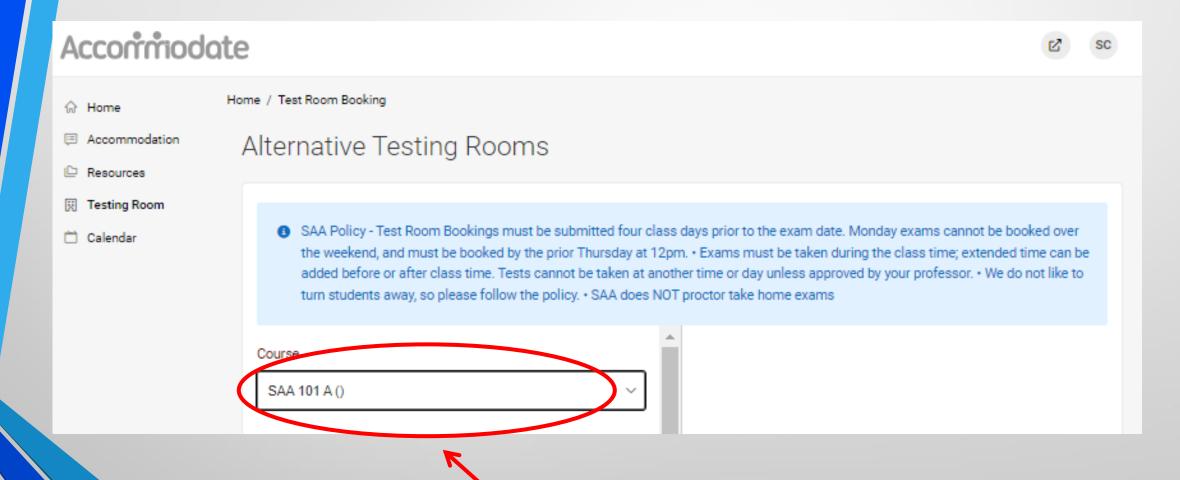
NOTE: See slide #8 for Final Exam Test room booking instructions.

Signing Up To Take An Exam in The SAA Testing Center

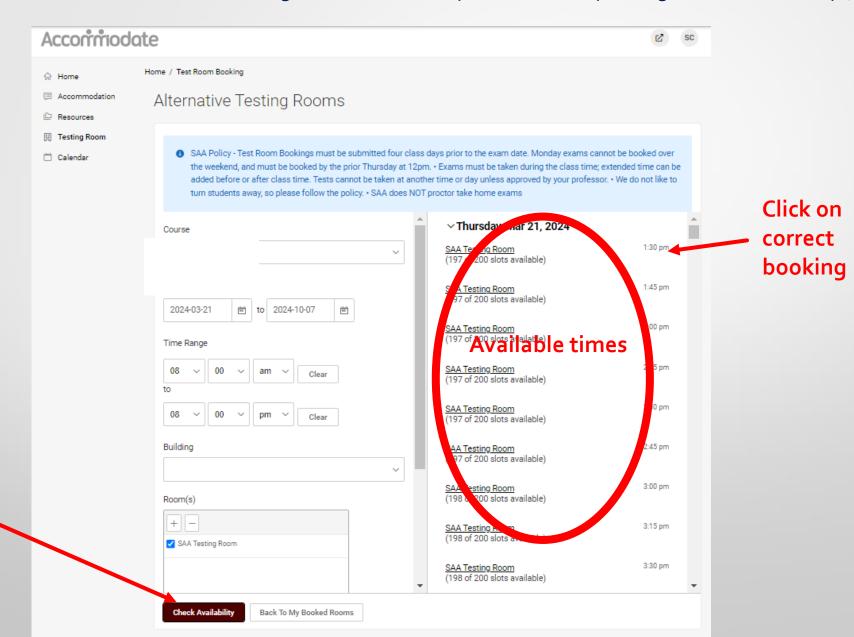
Click on the "Testing Room" tab ,then click on "New Booking Request".



Select your exam class from the drop down menu.



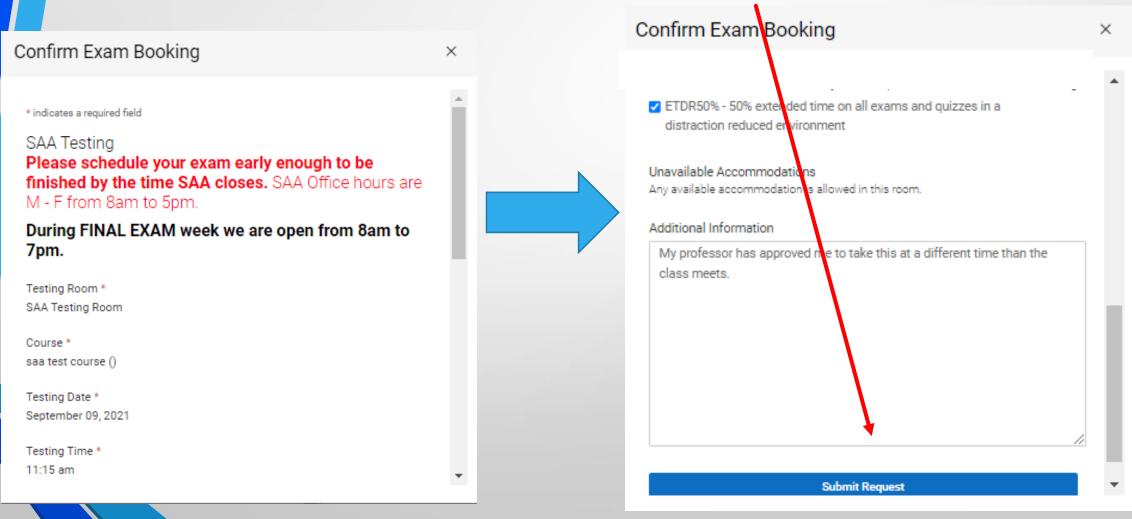
- Fill in all the relevant information to narrow your search, click check availability on the right side of screen
- Select exam time and submit booking. Please schedule your exam early enough to be finished by 5pm.



Check

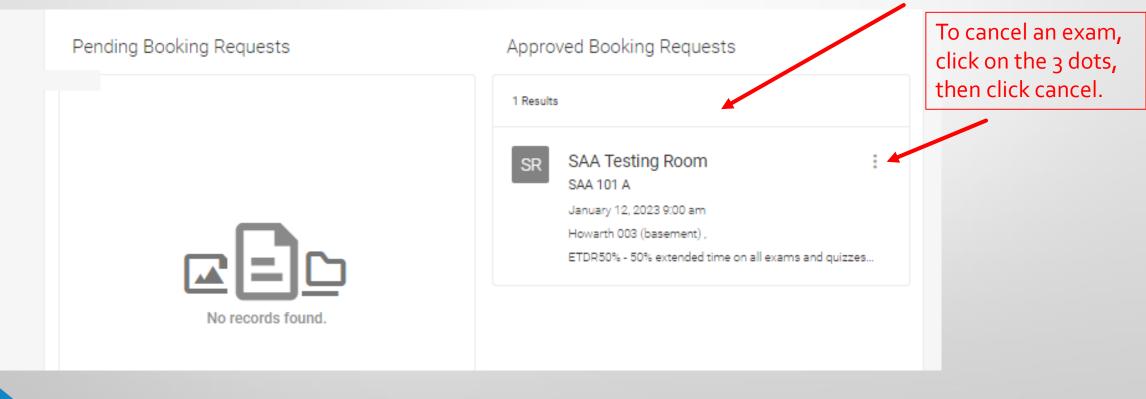
Availability

- 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 <u>must</u> have permission from your professor. Please put a note letting us know you have approval from your professor, then click **"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.



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
- The deadline for making a final exam booking is Friday, April 19th at 5pm