How to Schedule an Exam Booking Request

IMPORTANT: You Must Submit a Semester Request to Receive Your Accommodations for That Semester (View Semester Request Guide)

1. Select Testing Room on the menu at the left-hand side of the screen

2. Here you will see your pending booking requests and your approved booking requests. Select New Booking Request under Pending Booking Request to send a booking request.

3. Select the course the exam is for and date/time range you will be taking your exam
4. Select **New Building** under **Building** and **Testing Lab** under **Room(s)**. Then select the day of the week you would like to take the exam on. Once done, click on **Check Availability** at the bottom.

5. On the right hand side, you will see availability for that day of the week within the date/time range you selected. Click on the date and time you would like to take your exam.
6. Fill out the form that shows up with your exam information and what type of exam it is.

7. Select the accommodations you are requesting for this exam and any additional information you believe we should be aware of. Once you are done, select **Submit Request**.
8. You should now see the exam request you have just submitted under **Pending Booking Requests**. You will receive a notification once this exam request is approved by your Professor.

**How to Cancel/Reschedule an Exam Request**

1. Head to the **Testing Room** view (see step #1 under **How to Schedule an Exam Booking Request**).

2. Select the three vertical dots on the exam request you plan to cancel/reschedule.

3. If you plan to reschedule the exam, select **Reschedule** and follow steps #3-7 under **How to Schedule an Exam Booking Request**. If you plan to cancel the exam request, select **Cancel**.
4. After you select **Cancel**, you will receive a popup asking you if you are sure you want to cancel your request.

5. After selecting **OK**, you will receive a second prompt making sure you are certain you want to cancel the request.

6. After selecting **OK** one more time, the exam request will be canceled.