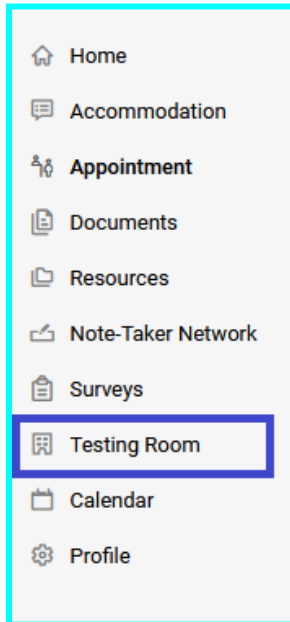


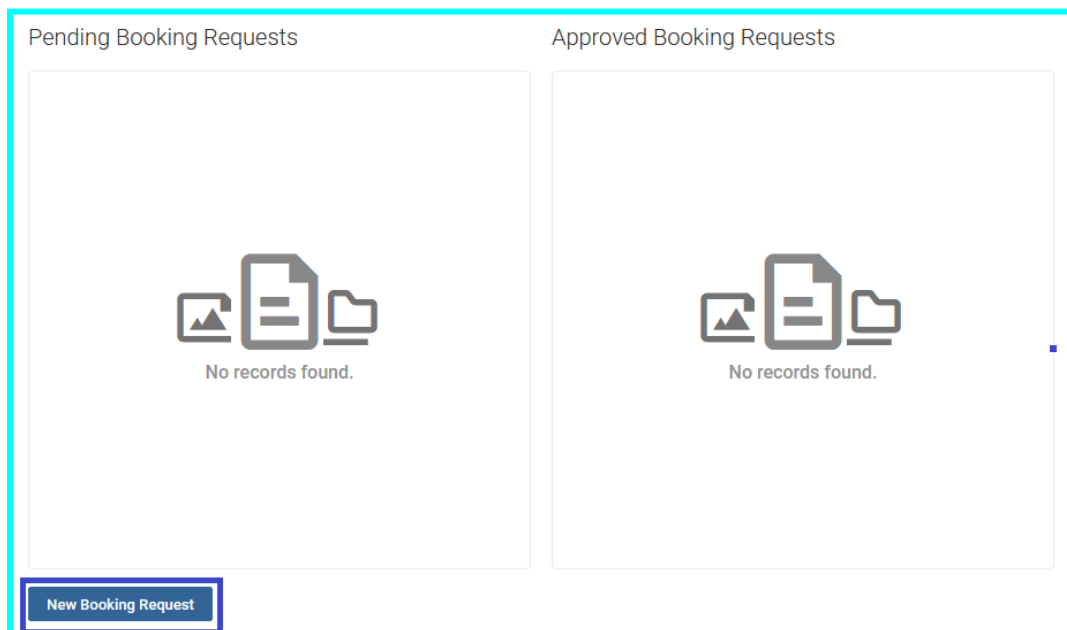
How to Schedule an Exam Booking Request

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

Course
Statistics (STATS) ▼

Date Range
2024-01-16 📅 to 2024-01-30 📅

Time Range
08 ▼ 00 ▼ am ▼ Clear
to
04 ▼ 30 ▼ pm ▼ Clear

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.

Building
New Building ▼

Room(s)
+ -
 Testing Lab
1 of 1 selected

Days of the Week
 Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

[Check Availability](#) [Back To My Booked Rooms](#)

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.

▼ Monday, Jan 29, 2024	
Testing Lab (23 of 23 slots available)	9:00 am
Testing Lab (23 of 23 slots available)	9:15 am
Testing Lab (23 of 23 slots available)	9:30 am
Testing Lab (23 of 23 slots available)	9:45 am
Testing Lab (23 of 23 slots available)	10:00 am
Testing Lab (23 of 23 slots available)	10:15 am
Testing Lab (23 of 23 slots available)	10:30 am
Testing Lab (23 of 23 slots available)	10:45 am

6. Fill out the form that shows up with your exam information and what type of exam it is

Confirm Exam Booking
×

* indicates a required field

Class Testing Day/Time

▼

▼

▼

Clear

Testing Room *

Testing Lab

Course *

Statistics (STATS)

Exam

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**.

Accommodations Needed
Uncheck the accommodations that you do not plan to use for this test room booking.

Additional Time Exam 1 and 0.5

Unavailable Accommodations
Any available accommodation is allowed in this room.

Notes

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

TL

Testing Lab

Probabilities

January 30, 2024 1:50 pm

New Building

Additional Time Exam 1 and 0.5

⋮

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***.

TL Testing Lab
Statistics
January 29, 2024 10:3
New Building
Additional Time Exam 1 and 0.5

Cancel
Reschedule

4. After you select **Cancel**, you will receive a popup asking you if you are sure you want to cancel your request.

jjay-cuny-accommodate.symplicity.com

Are you sure you want to delete this entry? This cannot be undone.

OK Cancel

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

jjay-cuny-accommodate.symplicity.com

Are you absolutely sure?

Don't allow jjay-cuny-accommodate.symplicity.com to prompt you again

OK Cancel

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