

## How to Book an Exam

	Instructions	Notes
1	Login to Accommodate https://coppin-accommodate.symplicity.com	Use your Coppin Credentials to login
2	On the left side, select "Testing Room"	
3	On the bottom left select "New Booking Request"	
4	Select " Course" then "Check Availability	
5	Select the "Date Range"	Only select a date. DO NOT select any other modifiers (times, days etc). You will receive a message that indicates that there is no availability
6	Complete the questionnaire, then select "Submit Request"	

<ul> <li>み Home</li> <li>⊟ Accommodation</li> <li>බ Appointment</li> </ul>	Home / Test Room Booking Alternative Testing Rooms	
Documents Control Con	Pending Booking Requests	Approved Booking Requests
<ul> <li>Calendar</li> <li>              Profile      </li> </ul>	No records found.	No records found.
<ul> <li>Generation</li> </ul>	New Booking Request Home / Test Room Booking Alternative Testing Rooms	
小       Appointment         Image: Document       Document         Image: Resources       Surveys         Image: Surveys       Testing Root         Image: Calendar       Calendar         Image: Profile       Profile	Course	
		Start by choosing a single search filter

ନ Home I Accommodation ୩୪ Appointment	Home / Test Room Booking Alternative Testing Rooms		
Documents     Resources	Course Fake Course ()		
會 Surveys 説 Testing Room 쓴 Call hdar ⊗ Proje	Date Range		
	09	Start by choosing a single search filter	
	Override Course Length If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes). O Yes O No		
C	Check Availability Back To My Booked Rooms		
	Accessibility Services Management System	Privacy Policy   Terms of Use	
୍ Home ା Accommodatio ରି Appointment	Home / Test Room Booking Alternative Testing Rooms		
<ul> <li>Documents</li> <li>Resources</li> <li>Surveys</li> </ul>	Course Fake Course ()	Monday, Jul 15, 2024     Grace Hill Jacobs Testing Room 206     (15 of 15 slots available)	A
IT Testing Room IT Calendar IT Profile	Date Range           2024-07-09 <ul> <li>to</li> <li>2024-07-16</li> <li> </li></ul>	Grace Hill Jacobs Testing Room 206         9:30 am           (15 of 15 slots available)         9:30 am	
	Time Range	(15 of 15 slots available) <u>Grace Hill Jacobs Testing Room 206</u> (15 of 15 slots available)	

Grace Hill Jacobs Testing Room 206 (15 of 15 slots available)

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Grace Hill Jacobs Testing Room 206 (15 of 15 slots available)

Grace Hill Jacobs Testing Room 206 (15 of 15 slots available)

Grace Hill Jacobs Testing Room 206

∑Tuesday, Jul 16, 2024

11:00 am

9:00 am

9:30 am

10:00 am

10:30 am

to

Final Exam ○ Yes ○ No

Override Course Length

○ Yes ○ No

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04 ~ 00 ~ pm ~ Clear

overnue course Length If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes).

Check Availability Back To My Booked Rooms

Documents		▲ ✓ Monday, Jul 15, 2024	
Resources	Course		9:00 am
Surveys	Fake C Confirm Exam Booking	Room 206 ×	9.00 am
I Testing Room	Date Ran	Room 206	9:30 am
🗂 Calendar	* indicates a required field	<u>Room 206</u>	
Profile	Coppin Student ID *	Room 206	10:00 am
	Time Ran		
	09 ~	Room 206	10:30 am
	to Fake Course ()		
	04 VInstructor Name: *	<u>Room 206</u>	11:00 am
		224	
	Final Exa Ves	024	9:00 am
	Instructor email *	<u>Room 206</u>	3.00 din
	Override I If you cho	Room 206	9:30 am
	accommo (for exam; Testing Room *		
	length of Grace Hill Jacobs Testing Room 206 minutes).	Room 206	10:00 am
	Yes Testing Date *	-	
		Grace mill Jacobs resultig Room 206     (35 of 35 of 35 of at a sustitute)	10:30 am 👻
	Check Availability Back To My Booked Rooms		

## Home / Test Room Booking

⇔ Home

Accommodation	Alternative Testing Rooms		
no Appointment			
Documents	Course Monday	y, Jul 15, 2024	×
D Resources	Fake C	Room 206	9:00 am
🖹 Surveys	Confirm Exam Booking	×	
🕅 Testing Room	Date Ran Do you need access to a reduced distraction room for this exam? *	Room 206	9:30 am
🗂 Calendar	0 Yes 0 No		
Profile	Do you need to test alone (separate from other students) for this exam? * Time Ran $\bigcirc$ Yes $\bigcirc$ No	<u>Room 206</u>	10:00 am
	09 v Notes	Room 206	10:30 am
	04	Room 206	11:00 am
	Final Exa	024	
	O Yes	Room 206	9:00 am
	Override I If you cho eccommo for exam	Room 206	9:30 am
	length of Submit Request	Room 206	10:00 am
		icous resurg Room 206	10:30 am
	Check Availability Back To My Booked Rooms		
	Accessibility Services Management System		Privacy Policy   Terms of Use