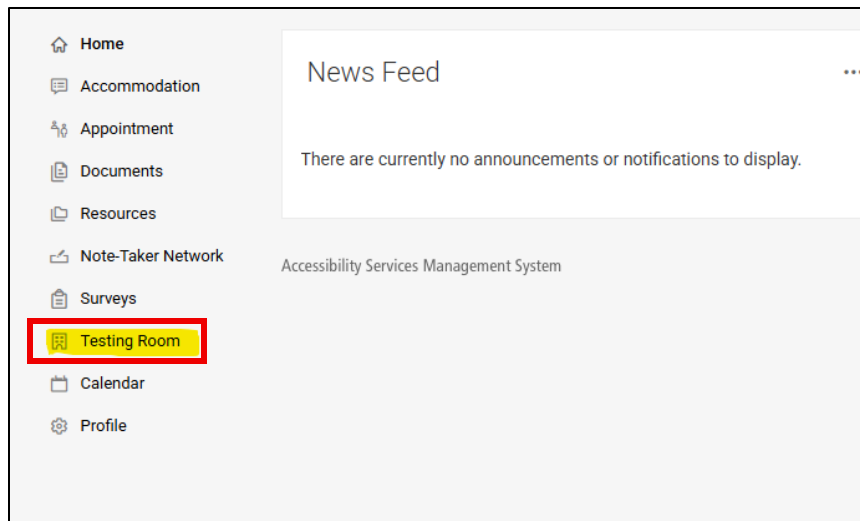
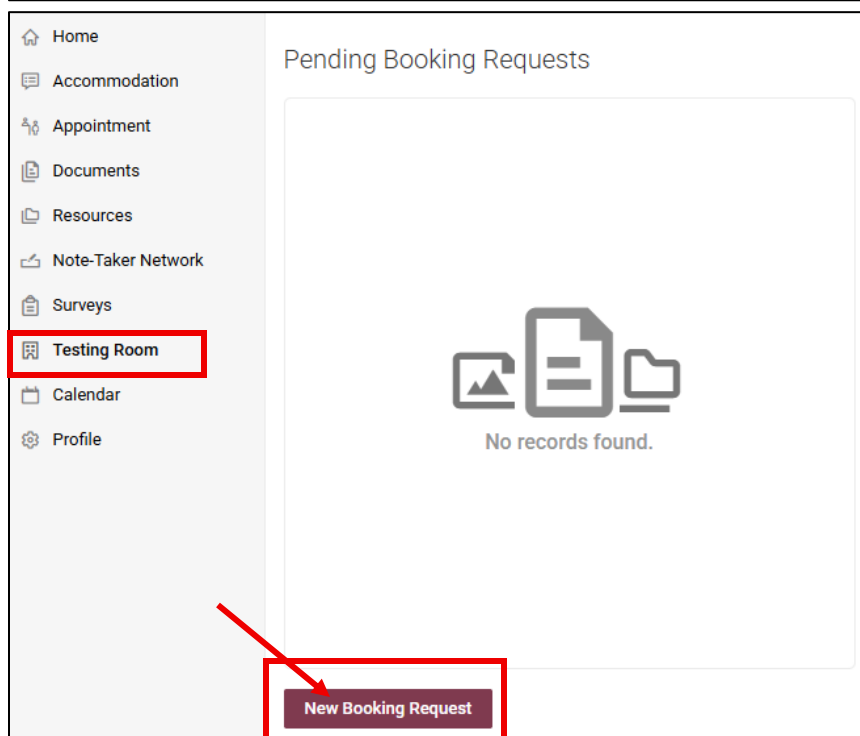




Begin on Accommodate's student home page. In the left-side ribbon, select "Testing Room."



Once on the "Pending Booking Requests" page, click the button at the bottom of the page that says "New Booking Request."

Home / Testing Room / Alternative Testing Rooms

Alternative Testing Rooms

1. Select a Filter
Start by applying a filter to see available options.

Course *

> Add Optional Filters

Clear Filters Next Step

2. Select a Date
Dates will appear once you add filters.

3. Select a Space
Spaces will appear once you add filters.

The “Alternative Testing Rooms” page will open after you click the “New Booking Request” button. Select the relevant course from the drop-down menu. Then select the arrow next to “Add Option Filters.”

1. Select a Filter
Start by applying a filter to see available options.

Course *

▼ Add Optional Filters

Building

Ruth Ann Musick Library X

Accommodations

Final Exam
Select “yes” if you are scheduling a final exam.

☐ Yes

☒ No

Clear Filters Next Step

Under the “Add Optional Filters” section, select “Turley Center” in the “Building” section. Accommodations can also be entered on this screen. Once completed, click the “Next Step” button.

2. Select a Date
Need to update the dates? Head back to step 1 filters to make changes.

< January, 2026 >

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Next, select the date on the calendar that you would like to test. If a date is unavailable, either the test center is not open or you are past the three-business day scheduling rule.

3. Select a Space

Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

▼ Ruth Ann Musick Library

21 Times Available

Testing Center	9:00 am 180 mins	Request
Testing Center	9:15 am 180 mins	Request
Testing Center	9:30 am 180 mins	Request
Testing Center	9:45 am 180 mins	Request
Testing Center	10:00 am 180 mins	Request

After you select a date, you will be able to select a start time. The LEAD Center recommends students schedule exams when their instructor is available for troubleshooting, such as during the instructor’s office hours.

Confirm Exam Booking

Testing Room

Testing Center

Course

Exam *

Please indicate which exam or quiz you are taking, e.g. Exam Unit 3 or Test Chapter 4.

Unit 5 Exam

Testing Date

January 29, 2026

Testing Time

9:00 am

Length

Any applicable extended time will be automatically calculated

180

End Time

12:00 pm

You will then be taken to the “Confirm Exam Booking” page. This page outlines the details of your appointment. Make sure to input which exam you plan to take. Then, scroll down to the bottom of the page.

End Time
12:00 pm

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

☒
☒
☒
☒

LEAD Center Testing Policy *

I understand and agree to the [LEAD Testing Center's policies and procedures](#). I understand tests must be scheduled three business days in advance, I must bring my student ID to my test session, and that repeated no-shows may result in disciplinary action.

☐ I agree.

Notes

Submit Request

As you scroll down the “Confirm Exam Booking” page, you’ll be able to select the accommodations you wish to use on your exam. You’ll need to select “I agree” under the “LEAD Center Testing Policy” section. You can also add notes. Once everything is correct, click the “Submit Request” button.

Once you submit your request, it will show up on your student homepage, under the “Test Request” tab.