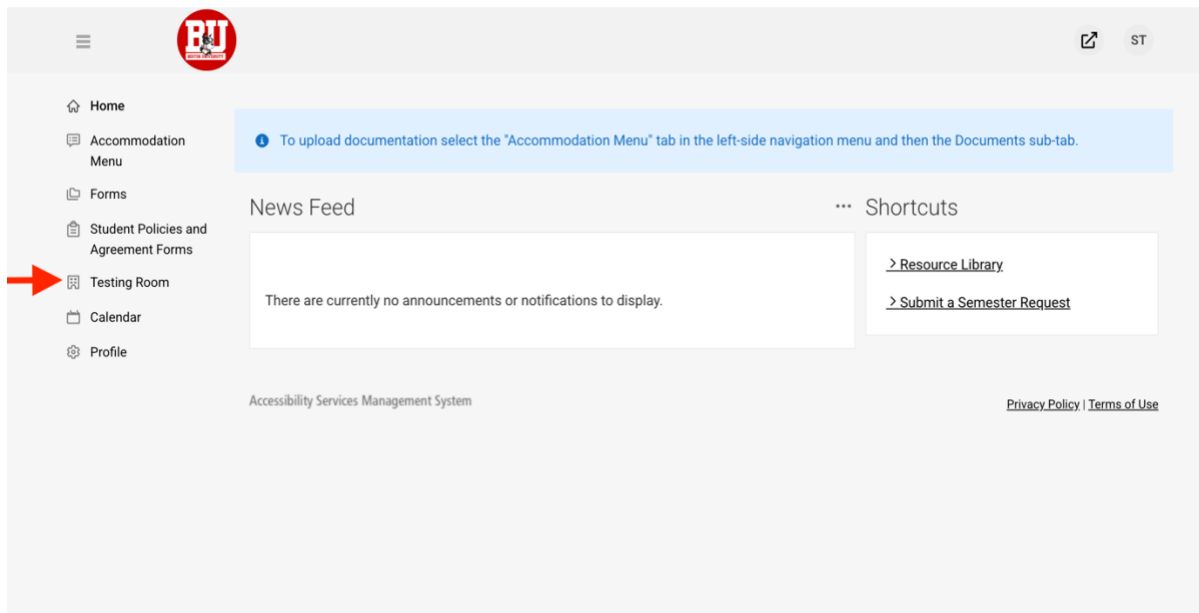


How to Schedule an Exam at the Accommodated Testing Center using Accommodate For Students

Students who have exam accommodations approved by Disability & Access Services may schedule to take an exam at the Accommodated Testing Center (ATC), currently located at 930 Commonwealth Ave. West. Please do so at least 3 business days in advance of your exam. Please see our [Accommodated Testing Center FAQs](#) for commonly asked questions and answers.

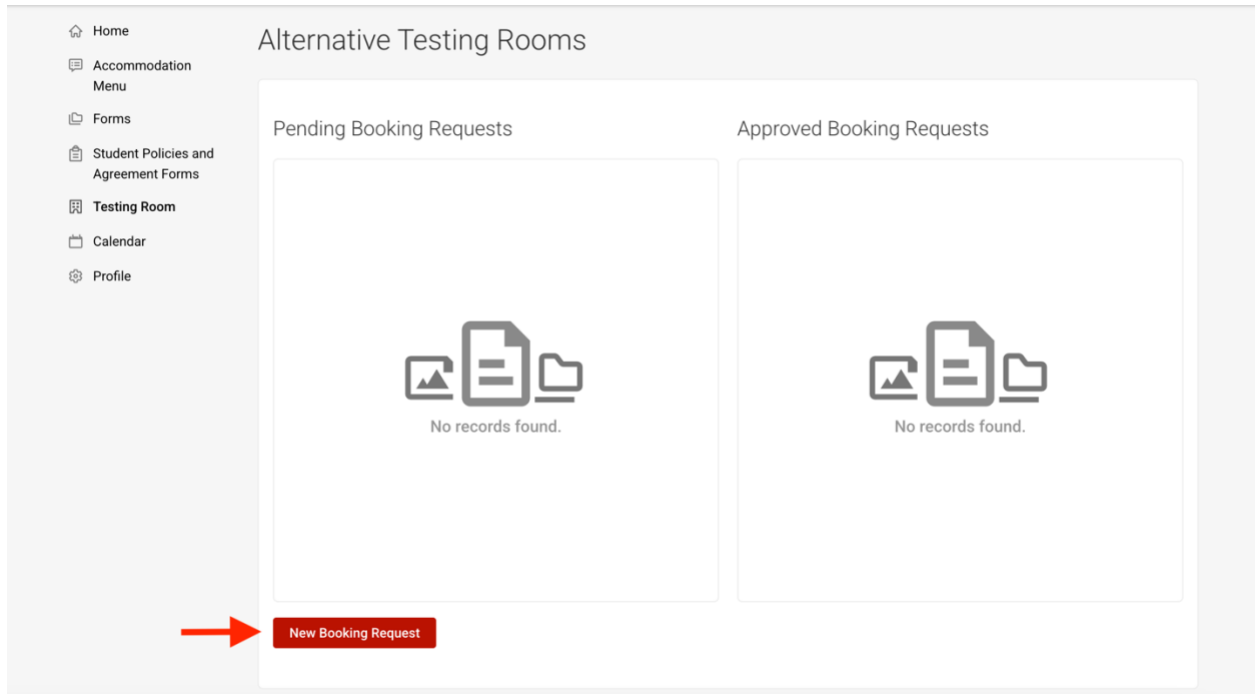
1. Login into [Accommodate](#).
2. When prompted, enter your BU ID and password.
3. On the left side of the Accommodate homepage, click on the **Testing Room** tab.

NOTE: If you do not see the **Testing Room** tab, please make sure you have submitted a semester request for your accommodations. If you are still experiencing issues, please contact us at testing@bu.edu so we can troubleshoot the problem with you.

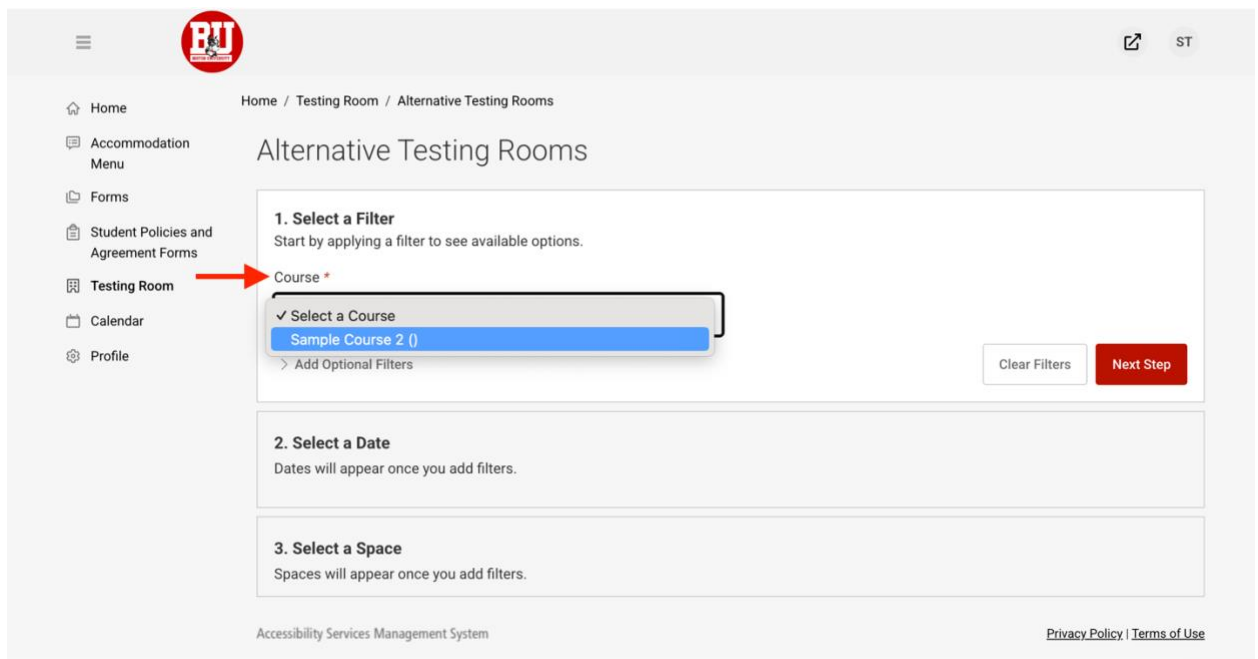


The screenshot displays the Accommodate homepage. On the left, a navigation menu lists several options: Home, Accommodation Menu, Forms, Student Policies and Agreement Forms, Testing Room (highlighted with a red arrow), Calendar, and Profile. The main content area features a blue notification banner at the top stating, "To upload documentation select the 'Accommodation Menu' tab in the left-side navigation menu and then the Documents sub-tab." Below this is a "News Feed" section with the message, "There are currently no announcements or notifications to display." To the right of the news feed is a "Shortcuts" section containing two links: "> Resource Library" and "> Submit a Semester Request". At the bottom of the page, the text "Accessibility Services Management System" is visible on the left, and "Privacy Policy | Terms of Use" is on the right.

4. Clicking on the **Testing Room** tab will bring you to the Alternative Testing Rooms webpage. Click on **New Booking Request** at the bottom.



5. Click on **Course** to access the drop-down menu. Select the course you are taking the exam for



6. If your professor has already uploaded the exam, a pop up labeled **Exam** will appear next to **Course**. Select **Exam** to access the drop-down menu and choose the exam you are scheduling for. If the professor hasn't uploaded the exam yet, you can still proceed with the test booking.

The screenshot shows the 'Alternative Testing Rooms' page. On the left is a navigation menu with 'Testing Room' selected. The main content area is titled '1. Select a Filter' and includes a 'Course' dropdown menu. A red arrow points to a dropdown menu that has opened, showing 'Exam (Please Leave this Blank)', 'Select an Exam', and 'Sample Test'. Below the dropdown is an 'Add Optional Filters' link. At the bottom right are 'Clear Filters' and 'Next Step' buttons.

7. Select **Optional Filters** to access the drop-down menu. Select **Building** to then select **Testing Center**.

The screenshot shows the 'Alternative Testing Rooms' page with the 'Add Optional Filters' link selected. The 'Building' dropdown menu is open, showing 'Testing Center' selected. The 'Accommodations' dropdown menu is also open, showing 'Exam Accommodations/Solo testing environment for in-class written exams'. Below the dropdowns are radio buttons for 'length is different than the class length.' with 'Yes' and 'No' options. At the bottom right are 'Clear Filters' and 'Next Step' buttons.

8. Select **Accommodations** to access the drop-down menu and select the accommodations you would like to use for the exam.

Home / Testing Room / Alternative Testing Rooms

Alternative Testing Rooms

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

Course *
Sample Course 2 ()

▼ Add Optional Filters

Building
Testing Center ×

Accommodations
Exam Accommodations/Solo testing environment for in-class written exams ×

Choose Accommodations

Exam Accommodations/Solo testing environment for in-class written exams

Will this exam be shorter than the length of your class?
Select "yes" and then choose a length from the list above if the assessment length is different than the class length.

Yes
 No

Clear Filters Next Step

9. Determine the length of the exam you are scheduling. Please speak to your professor before scheduling to confirm the length of the exam before your accommodations are included.

Is your exam the length of your class? Select **No** to **Will this exam be shorter than the length of your class?** and continue to the next step.

Is your exam shorter than the length of your class? Select **Yes** to **Will this exam be shorter than the length of your class?**. Then, indicate the length of the exam (in minutes). If you have accommodations for extended time on exams, include the additional time when selecting the length of the exam. For example, if the exam is 60 minutes and you receive 50% extra time on exams (time and a half) then you will receive an additional 30 minutes and would schedule the exam for 90 minutes.

Alternative Testing Rooms

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

Course *
Sample Course 2 ()

▼ Add Optional Filters

Building
Testing Center ×

Length
Choose Length (in minutes)

Accommodations
Exam Accommodations/Solo testing environment ... ×

Will this exam be shorter than the length of your class?
Select "yes" and then choose a length from the list above if the assessment length is different than the class length.

Yes
 No

5
 8
 10
 12
 15
 18
 20
 23
 25

Clear Filters Next Step

10. Click **Next Step** at the bottom right corner and a calendar will appear. As you will see, the calendar will only show appointments at least 3 business days in advance, so please schedule your exams ahead of time.

11. Select the date on the calendar that the class is due to take the exam. If your professor has approved an alternate date, you can select that date.

Menu

- Forms
- Student Policies and Agreement Forms
- Testing Room
- Calendar
- Profile

Clear Filters Next Step

2. Select a Date

Need to update the dates? Head back to step 1 filters to make changes.

August, 2025

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

12. Proceed to **Select a Space**. Select the time that most closely corresponds with the time of the class exam. If your professor has approved an alternate time, you can select that time.

Menu

- Forms
- Student Policies and Agreement Forms
- Testing Room
- Calendar
- Profile

3. Select a Space

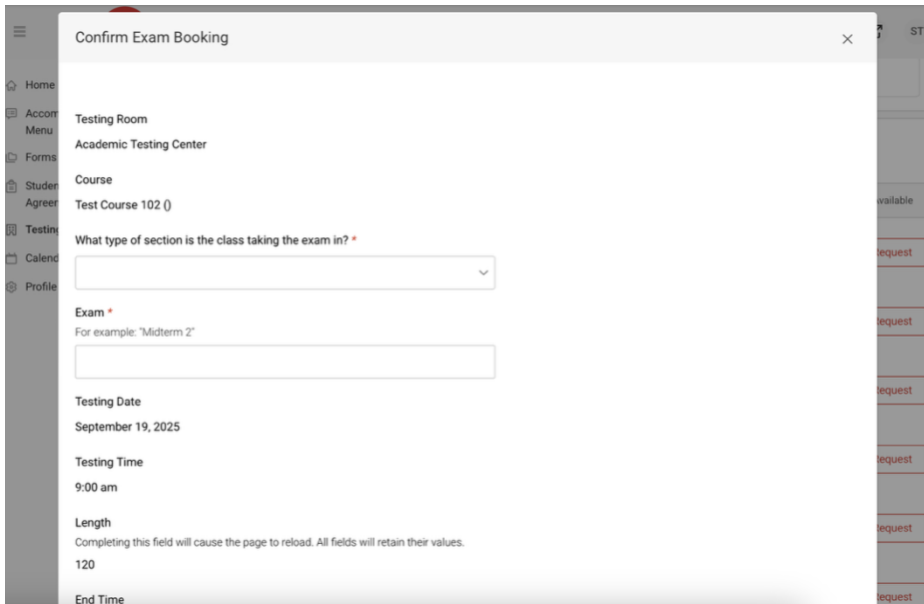
Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

Testing Center 21 Times Available

Academic Testing Center	9:00 am 120 mins	Request
Academic Testing Center	9:15 am 120 mins	Request
Academic Testing Center	9:30 am 120 mins	Request
Academic Testing Center	9:45 am 120 mins	Request
Academic Testing Center	10:00 am 120 mins	Request
Academic Testing Center		Request

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

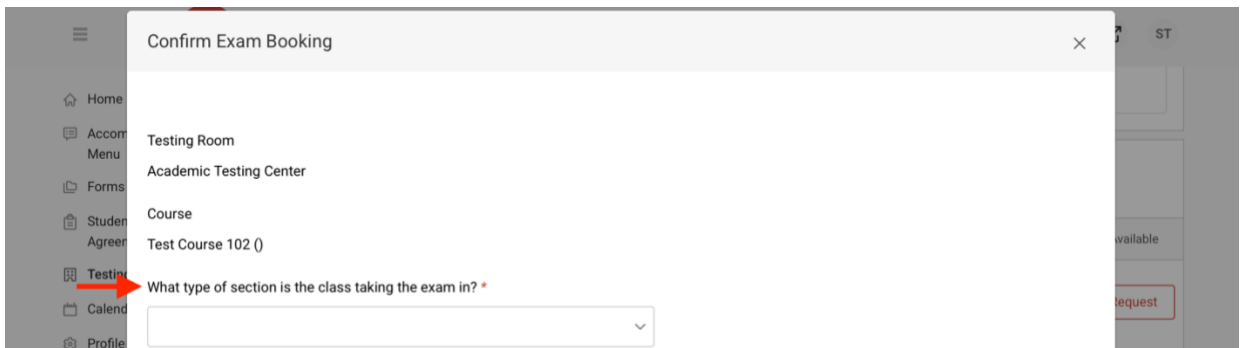
13. Click **Request** and a pop-up labeled Confirm Booking will appear.



The screenshot shows a 'Confirm Exam Booking' pop-up window. The form contains the following fields and information:

- Testing Room:** Academic Testing Center
- Course:** Test Course 102 ()
- What type of section is the class taking the exam in? ***: A dropdown menu.
- Exam ***: A text input field with the placeholder text 'For example: "Midterm 2"'. Below the input field is a small note: 'Completing this field will cause the page to reload. All fields will retain their values.'
- Testing Date:** September 19, 2025
- Testing Time:** 9:00 am
- Length:** 120
- End Time:** (partially visible)

14. Click **What type of section is the class taking the exam in?** to access the drop down menu. Select the appropriate section for your exam. Typically, it will be Lecture, but sometimes it will be Discussion or Lab.



This screenshot is identical to the one above, but with a red arrow pointing to the dropdown menu for the field 'What type of section is the class taking the exam in? *'.

15. Provide the name of the exam that you are scheduling for in the Exam field. The name of the exam should include the course name and type of exam (ex: CH 101 Quiz 1; EC201 Midterm; PT515 Final Exam).

Confirm Exam Booking

Home

Accom Menu

Forms

Student Agreement

Testing

Calendar

Profile

Testing Room

Academic Testing Center

Course

Test Course 102 ()

What type of section is the class taking the exam in? *

Exam *

For example: "Midterm 2"

16. Click **Submit Request**. You will receive an email notification that the request has been submitted, and another notification when the appointment has been approved by the ATC. Your instructor will also receive a notification that you scheduled the test; however, it is still a good idea to remind them that you are planning to take the exam at the ATC.

Testing Time

9:00 am

Length

Completing this field will cause the page to reload. All fields will retain their values.

90

End Time

10:30 am

Accommodations Needed

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

Solo testing environment for in-class written exams

(+50%) Extended time to complete in-class (or remote) written exams and quizzes

Unavailable Accommodations

Any available accommodation is allowed in this room.

Notes

Please note your faculty will see these notes.

Submit Request

If you have any questions or experience any issues when scheduling an exam, please reach out. You can contact us through email at testing@bu.edu or phone at 617-358-8378.