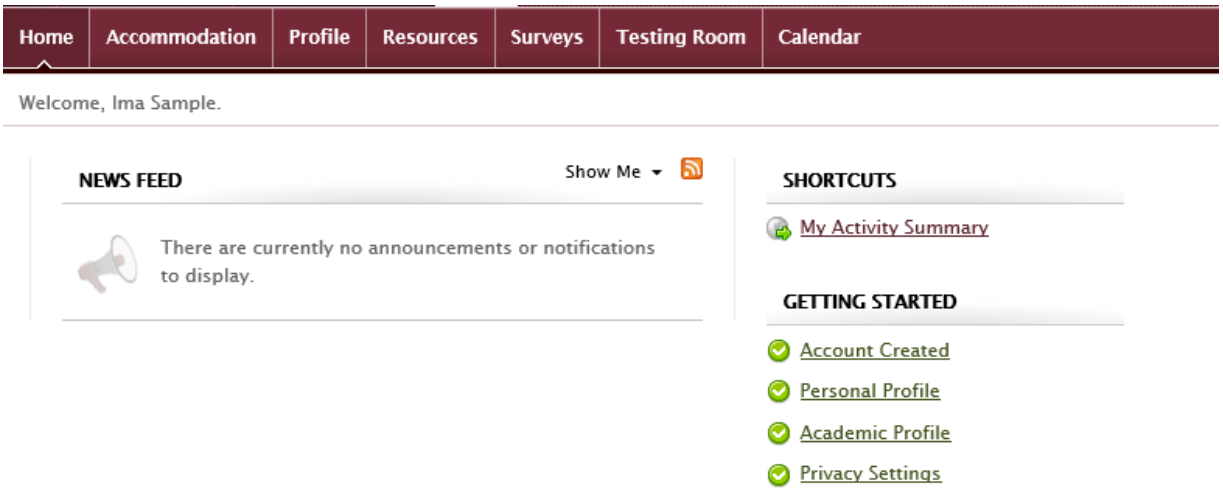
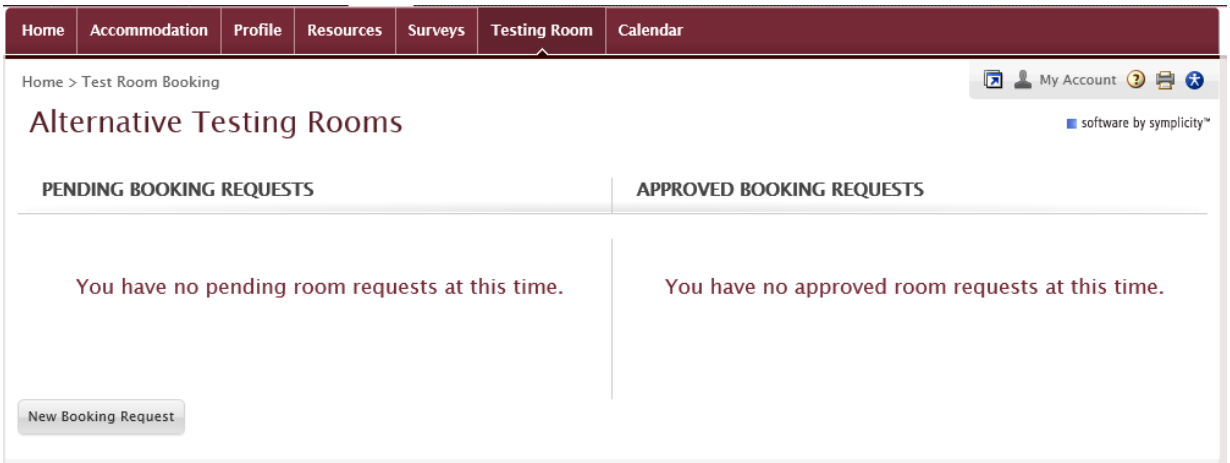
Booking a Test Online Through Accommodate: Guide for Students

Access Link: https://bellarmine-accommodate.symplicity.com/

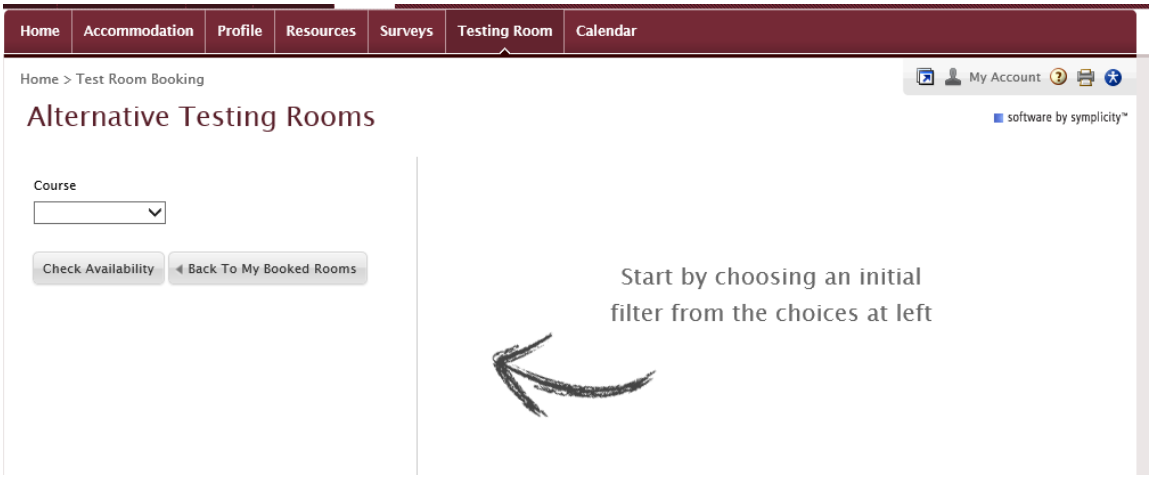
Your page after logging in will look like this:



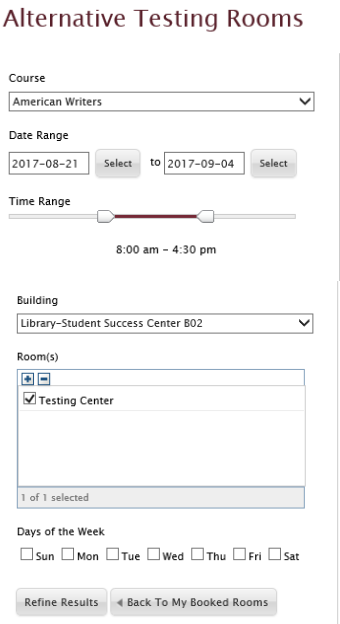
Click on the Testing Room tab and click the “New Booking Request” button.



You will need to select the course you are booking the test for from the drop down menu and then click “Check Availability”.



Next, you will be able to use filters to determine what available bookings exist.



Select the date and time range you would like to search for availability.

Select “Library- Student Success Center B02”.

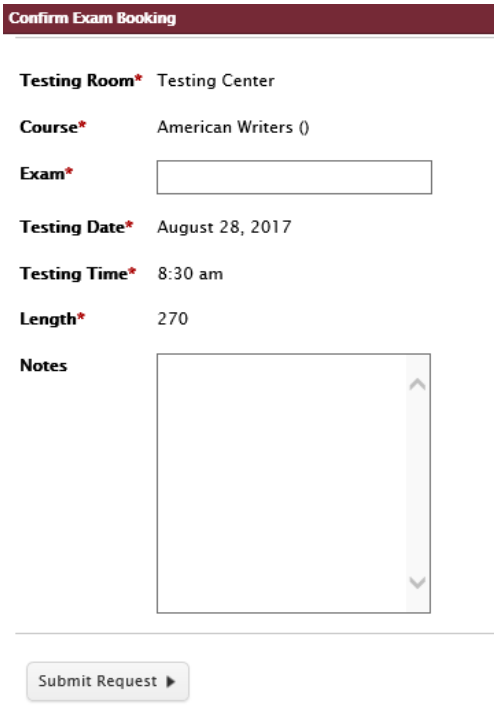
Select “Testing Center”.

You can narrow your search by days of the week.

When you make adjustments to your preferences, you will need to click the “Refine Results” button in order for them to be reflected in the time slots listed.

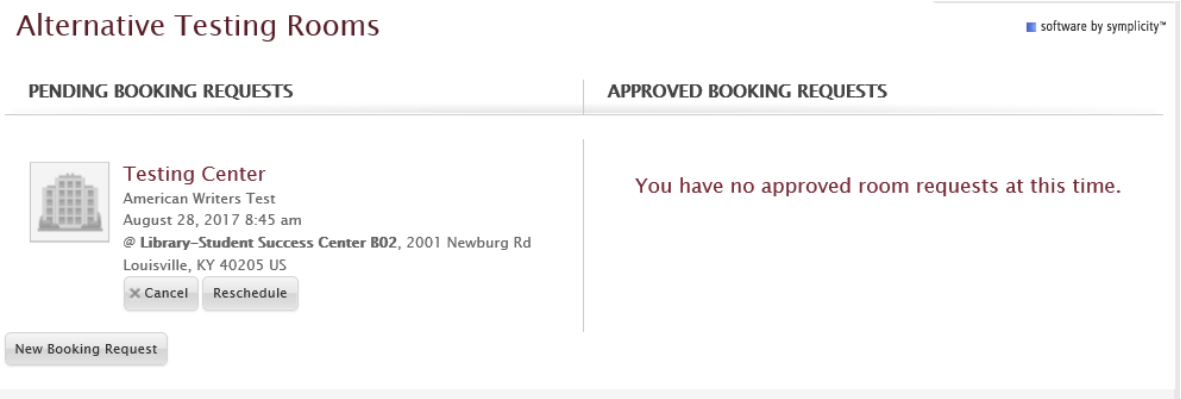
On the right side of the search parameters, date and time options will populate. Because we require 5 days of notice to book an exam, it will only begin showing you dates and times 5 days out. If you need to take your exam sooner than the date options provided, consult with your instructor to see if alternate arrangements can be made within their department.

Once you select your desired testing date and time from the availability list, a "Confirm Exam Booking" box will appear. After reviewing this information, click the "Submit Request" button.



What happens next?

- Your professor will receive notification of your booking request and will need to approve the request no less than 24 hours prior to the testing date/time.
- Once the Testing Center is notified of your approved booking request, they will ensure you have a seat reserved in the Testing Center. Your test will not officially be scheduled in the Testing Center until your professor has reviewed and approved your booking request.
- Arrive for your test in the Testing Center (B-Level of Library) on the approved date at the approved time.

How do I view/cancel/reschedule a booking request that I have submitted?

You can review the status of your booking requests at any time by logging in and clicking on your “Testing Room” tab. This tab will show you your pending requests and your approved requests. You can also cancel or reschedule a booking request here.