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"	

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Pending Booking Requests

No records found.

Approved Booking Requests

No records found.

New Booking Request

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Course

Start by choosing a
single search filter

Check Availability   Back To My Booked Rooms

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Course

Fake Course ()

Date Range

2024-07-09   to   2024-07-16

Time Range

09   00   am   Clear

to

04   00   pm   Clear

Final Exam

○ Yes   ○ No

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).

○ Yes   ○ No

Start by choosing a single search filter

Check Availability   Back To My Booked Rooms

Accessibility Services Management System

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Course

Fake Course ()

Date Range

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Time Range

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Final Exam

○ Yes   ○ No

Override Course Length

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○ Yes   ○ No

⌄ **Monday, Jul 15, 2024**

Grace Hill Jacobs Testing Room 206   9:00 am
(15 of 15 slots available)

Grace Hill Jacobs Testing Room 206   9:30 am
(15 of 15 slots available)

Grace Hill Jacobs Testing Room 206   10:00 am
(15 of 15 slots available)

Grace Hill Jacobs Testing Room 206   10:30 am
(15 of 15 slots available)

Grace Hill Jacobs Testing Room 206   11:00 am
(15 of 15 slots available)

⌄ **Tuesday, Jul 16, 2024**

Grace Hill Jacobs Testing Room 206   9:00 am
(15 of 15 slots available)

Grace Hill Jacobs Testing Room 206   9:30 am
(15 of 15 slots available)

Grace Hill Jacobs Testing Room 206   10:00 am
(15 of 15 slots available)

Grace Hill Jacobs Testing Room 206   10:30 am
(15 of 15 slots available)

Check Availability   Back To My Booked Rooms

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Course

Fake C

Date Ran

2024-0

Time Ran

09

to

04

Final Exa

○ Yes

Override
If you cho
accommo
(for exam
length of
minutes).
○ Yes

Check Availability   Back To My Booked Rooms

⌄ **Monday, Jul 15, 2024**

Room 206   9:00 am

Room 206   9:30 am

Room 206   10:00 am

Room 206   10:30 am

Room 206   11:00 am

024

Room 206   9:00 am

Room 206   9:30 am

Room 206   10:00 am

Grace Hill Jacobs Testing Room 206   10:30 am

Confirm Exam Booking ✕

* indicates a required field

Coppin Student ID *

Course *
Fake Course ()

Instructor Name: *

Instructor email *

Testing Room *
Grace Hill Jacobs Testing Room 206

Testing Date *

Alternative Testing Rooms

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Course

Fake C

Date Ran

2024-0

Time Ran

09

to

04

Final Exa

○ Yes

Override
If you cho
accommo
(for exams
length of
minutes).
○ Yes

Check Availability   Back To My Booked Rooms

⌄ **Monday, Jul 15, 2024**

Room 206   9:00 am

Room 206   9:30 am

Room 206   10:00 am

Room 206   10:30 am

Room 206   11:00 am

024

Room 206   9:00 am

Room 206   9:30 am

Room 206   10:00 am

Grace Hill Jacobs Testing Room 206   10:30 am

Confirm Exam Booking ✕

Do you need access to a reduced distraction room for this exam? *
○ Yes   ○ No

Do you need to test alone (separate from other students) for this exam? *
○ Yes   ○ No

Notes

Submit Request