

FOR STUDENTS

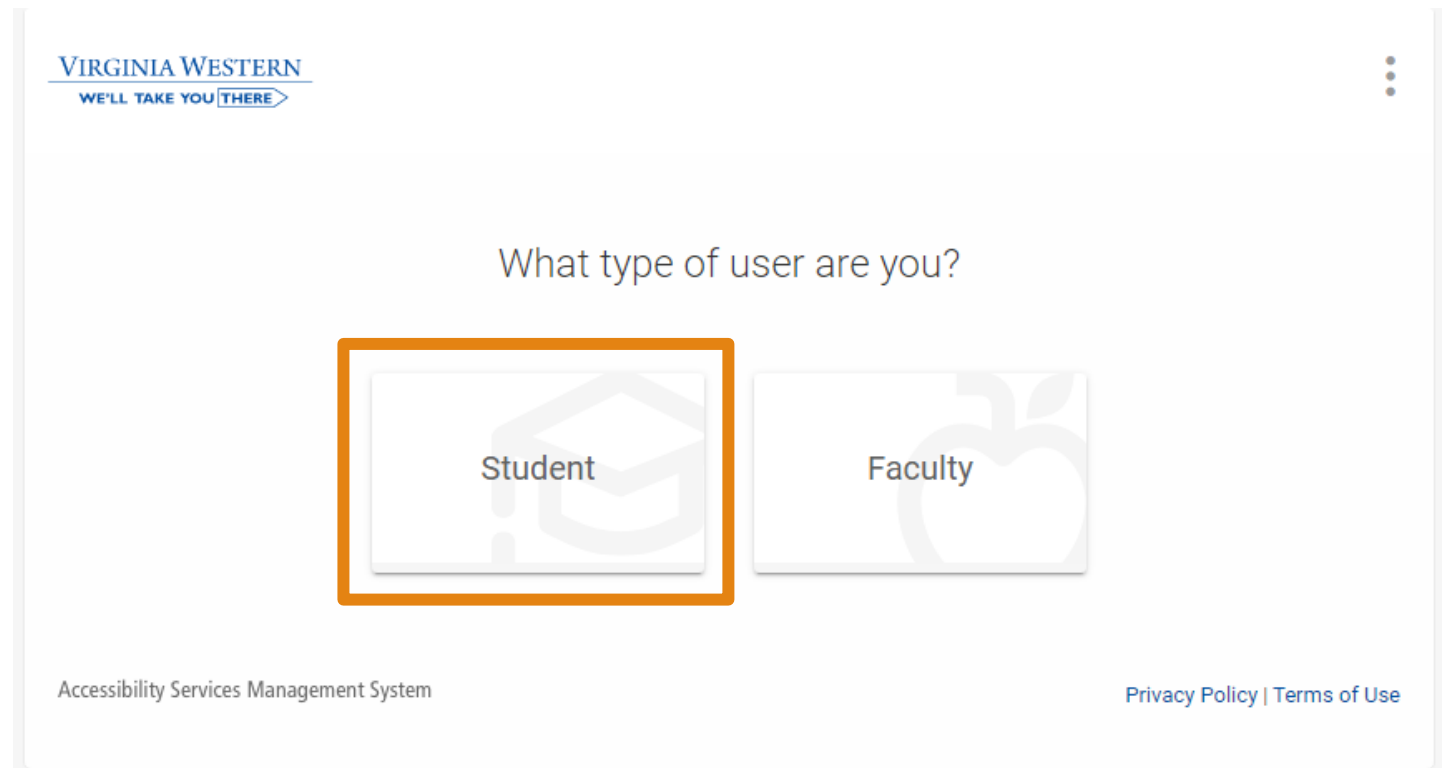
Accommodate Test Scheduling

Important Reminders: Scheduling

- You are to take your quiz/test/exam on the same day and time as your class. ALL exceptions must be approved and confirmed by your instructor.
- You are not to miss other classes due to your accommodation. If your testing time extension impacts your attendance, you'll need to schedule your test on the same day, but at an alternative time, approved by your instructor. Please notify your instructor if extended time on your quiz/test/exam will interfere with any classroom instruction before scheduling.
- You are responsible for scheduling your quiz/test/exam between 2 weeks- 2 business days (48 hours) in advance of the actual class testing day. If you fail to schedule your test(s) within this timeframe, you will need to make alternative testing arrangements with your instructor. In this case, you should not expect to receive your accommodations, and instructors are not required to provide them.

<https://viriniawestern-accommodate.symplicity.com/>

(*SAVE TO FAVORITES)



The screenshot shows the Virginia Western Accessibility Services Management System user selection interface. At the top left is the Virginia Western logo with the tagline "WE'LL TAKE YOU THERE". The main heading asks "What type of user are you?". Two selection buttons are presented: "Student" (with a graduation cap icon) and "Faculty" (with an apple icon). The "Student" button is highlighted with a thick orange border. At the bottom left, it says "Accessibility Services Management System", and at the bottom right, there are links for "Privacy Policy" and "Terms of Use". A three-dot menu icon is visible in the top right corner.

VIRGINIA WESTERN
WE'LL TAKE YOU THERE

What type of user are you?

Student Faculty

Accessibility Services Management System Privacy Policy | Terms of Use

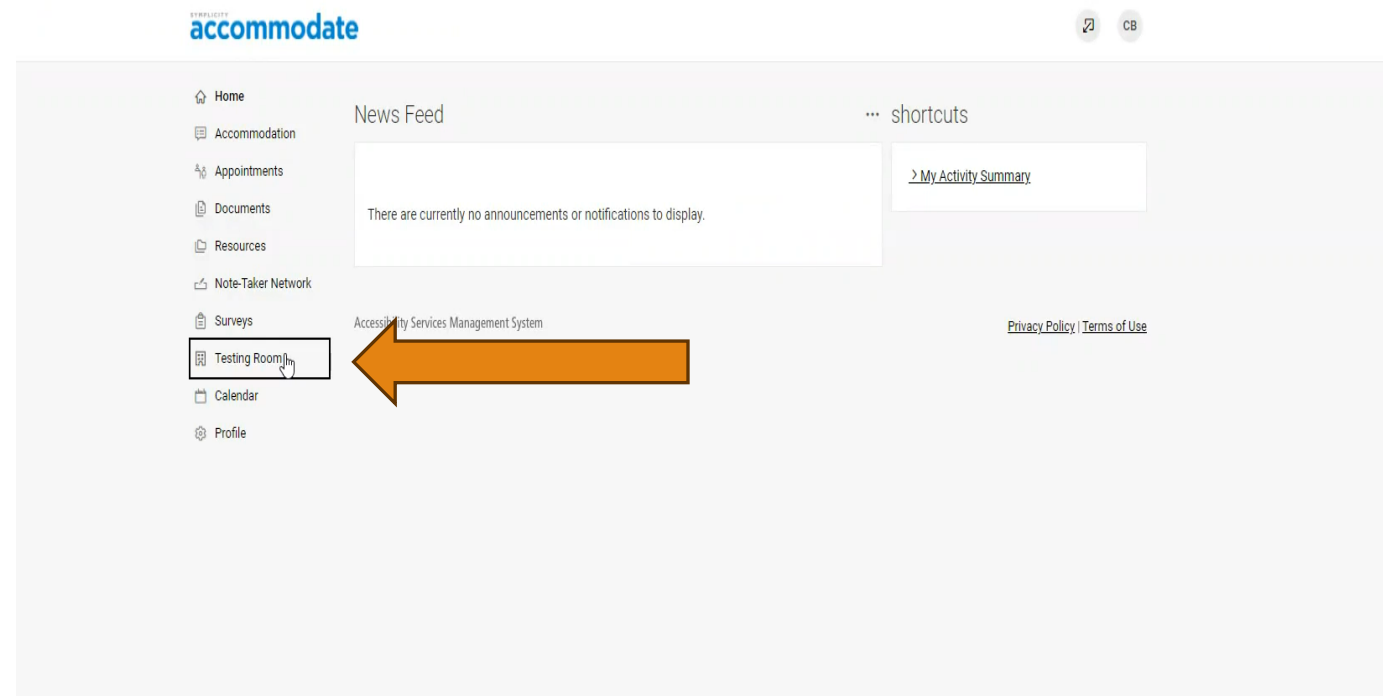
Accessing Student Interface in Accommodate

LOG-IN USING VWCC
USERNAME AND PASSWORD



The image shows the login page for Virginia's Community Colleges. It features a blue background with the college's logo and name. Below the logo, there is a "Need Help?" link. A white input field for the username is followed by a red "GO" button with a right-pointing arrow. At the bottom, there are two buttons: "FORGOT MY PASSWORD" and "FORGOT MY USERNAME".

STUDENT LANDING PAGE- CHOOSE **TESTING ROOMS** TO SCHEDULE A TEST



The image shows the Accommodate student landing page. The page has a white background with a blue header. The header includes the "accommodate" logo, a user profile icon, and a "CB" icon. A left sidebar contains a list of navigation items: Home, Accommodation, Appointments, Documents, Resources, Note-Taker Network, Surveys, Testing Rooms, Calendar, and Profile. The "Testing Rooms" item is highlighted with a blue box and a mouse cursor. A large orange arrow points from the right towards the "Testing Rooms" item. The main content area includes a "News Feed" section with a message: "There are currently no announcements or notifications to display." To the right of the news feed is a "shortcuts" section with a link to "My Activity Summary". At the bottom right, there are links for "Privacy Policy" and "Terms of Use".

- Home
- Accommodation
- Appointments
- Documents
- Resources
- Note-Taker Network
- Testing Room**
- Profile

Home / Test Room Booking

Alternative Testing Rooms

Pending Booking Requests



No records found.

Approved Booking Requests



No records found.

New Booking Request

- Home
- Accommodation
- Appointments
- Documents
- Resources
- Note-Taker Network
- Surveys
- Testing Room**
- Calendar
- Profile

Alternative Testing Rooms

Course

Ethics of the Internet (ETH02)

Media Relations (MR01)

← Choose the class



Start by choosing a single search filter

Check Availability

Back To My Booked Rooms

- Home
- Accommodation
- Appointments
- Documents
- Resources
- Note-Taker Network
- Surveys
- Testing Room
- Calendar
- Profile

Home / Test Room Booking

Alternative Testing Rooms

Course
Ethics of the Internet (ETH02)

Date Range
2021-12-14 Select to 2021-12-28 Select

Building



Check Availability

Back To My Booked Rooms

Accessibility Services Management System

Choose a date range. You can ignore all the other filters listed! You'll be able to choose from all the available times for each day. Remember to schedule at least 2 days in advance!

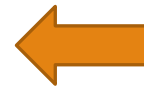
Room(s)

+ -

Remote/Online Exam at Home

Testing Center- Brown Library

0 of 2 selected



If your test is online and you are allowed to take it at home, choose that option. If you need to come in person, choose the Testing Center option.

To take a test on:	Schedule no later than:
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Monday	Friday
Tuesday	Friday
Saturday	Wednesday

The screenshot displays the 'accommodate' web application interface. A modal window titled 'Confirm Exam Booking' is centered on the screen. The modal contains the following fields and values:

- Testing Room ***: Testing Center
- Course ***: Ethics of the Internet (ETH02)
- Exam ***: midterm
- Testing Date ***: December 16, 2021
- Testing Time ***: 10:30 am
- Length ***: 60

Below the modal, the background interface shows a calendar for Thursday, Dec 16, 2021, with a time slot grid from 9:00 am to 11:00 am. A 'Check Availability' button is visible at the bottom left of the modal area.

Be sure to
confirm
your
booking

Important Reminders: Testing Center

- Arrive on time for your testing appointment. Late arrival will result in lost accommodation time. Arriving later than 15 minutes will require your instructor's approval for rescheduling.
- Please come prepared for testing and bring all testing materials with you that you would use in the classroom. You will be asked to show a photo ID.
- Personal items and food/drink will not be allowed in the testing room. Exceptions for medical/other reasons will need ODS approval.
- Phones and Electronic Devices are NOT allowed in testing rooms, except to get logged into Canvas. All devices must be silenced and secured by Testing Center staff.
- All testing is monitored by video surveillance and each student is expected to adhere to the VWCC Student Honor Code.
- You must complete the test once you've begun. Breaks are not typically allowed. If you anticipate needing a break due to the impact of your disability, this accommodation must be listed on your Access Plan.

Email notifications & reminders

Accommodate will send you an auto-email confirmation that your test has been scheduled. You will also get a reminder the day before your appointment.

Questions? Email testingcenter@virginiawestern.edu

Testing Center

Brown Library, Ground Floor

(540) 857-7250