

Accommodate – Student Quick Guide

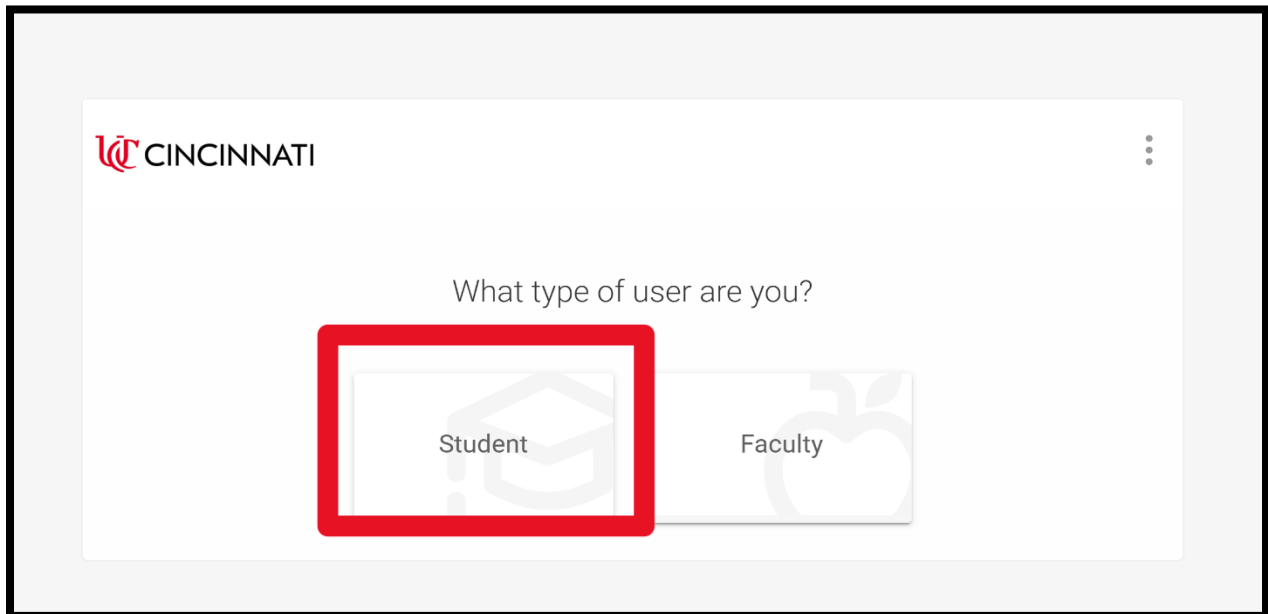
How to Schedule an Exam with Testing Services

Important Deadlines:

- Tests during the semester must be registered at least **72 hours** in advance.
- Final exams must be registered at least **7 days** in advance.
- Students must register to test at the **same time as the class** unless they have received prior permission from the instructor.

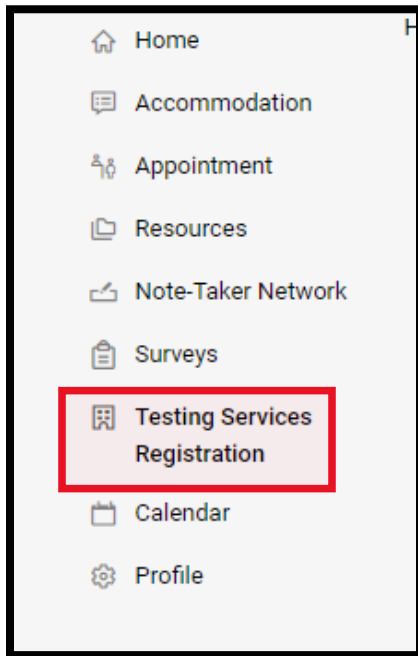
Step 1: Log in

1. Go to: <https://uc-accommodate.symplicity.com/>
2. Select Student
3. Log in with your UC 6+2 credentials

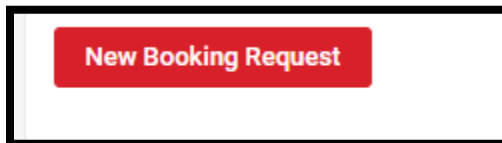


Step 2: Start a New Booking

- From the left menu, click **Testing Services Registration**

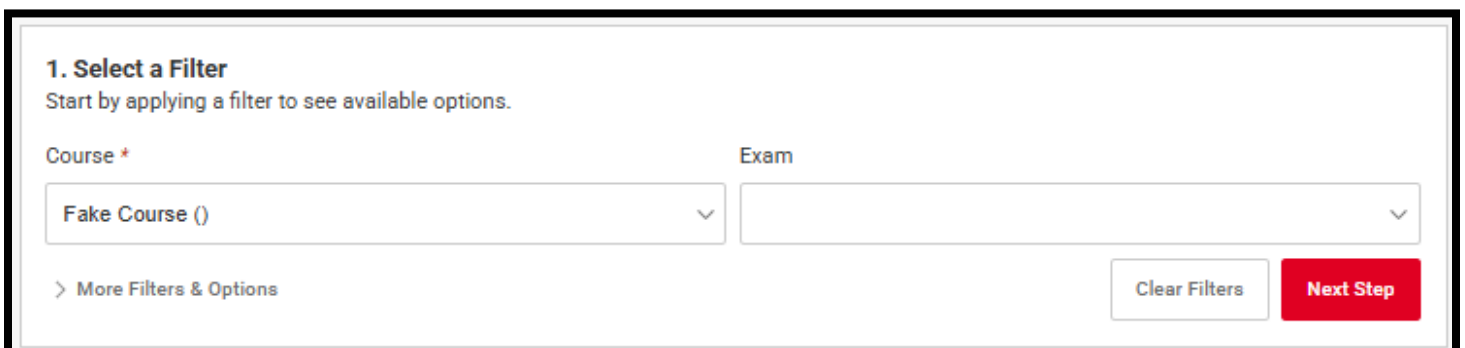


- Click **New Booking Request**



Step 3. Select Your Course

- Choose the correct course from the dropdown
- If your instructor has uploaded an exam, you'll see an **Exam** field (*optional*)

A screenshot of a form titled '1. Select a Filter'. Below the title is the instruction 'Start by applying a filter to see available options.' There are two dropdown menus: 'Course *' with the selected value 'Fake Course ()' and 'Exam' which is currently empty. Below the dropdowns is a link '> More Filters & Options'. At the bottom right of the form are two buttons: 'Clear Filters' and 'Next Step'.

Step 4: Apply Filters (Optional)

You can:

- Filter seats by **Campus** (East or West)
- Filter by **Accommodations** (if applicable)
- Choose a **Custom Test Length**
- Indicate if this is a **Final Exam**

1. Select a Filter

Start by applying a filter to see available options.

Course * Exam

Fake Course () Select an Exam

More Filters & Options

Campus Accommodations

Testing/Individual Testing Space X

Custom Test Length Final Exam

Select "Yes" if you need to pick a test length that is shorter or longer than the length of the class period. Make sure to ALWAYS select the amount of time that the class receives - do NOT include any extended time. Selecting "Yes" to this option will assume the class receives 2 hours for the Final Exam.

Yes Yes

No No

If you have testing accommodations tied to specific rooms (for example, an Individual Testing Space), they will appear under "Accommodations." These filters are applied automatically to ensure you see the spaces that meet your needs. If you don't plan to use a particular accommodation and would like to view other available spaces, simply click the "X" next to that accommodation to remove it. Currently, only the "Individual Testing Space" accommodation is tied to specific rooms.

Step 5: Choose a Test Date

- Select a **date**
- If you have chosen an exam that your instructor has uploaded, you will only be shown dates within their approved testing window.

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

< October, 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		

Step 6. Select a test Space & Time: Testing Services has two locations:

- **East Campus (Medical Campus) French East Building:**
French East Building, 3202 Eden Ave, Floor G, Cincinnati, OH 45267
- **West Campus (Uptown) French Hall West:**
French Hall West, Rm. 1505, 2815 Commons Way, Cincinnati, OH 45221

Use the drop-down menus for your desired campus to request a seat at a specific time.

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

> East Campus (Medical) French East Building 1 Time Available

▼ West Campus (Uptown) French Hall West 26 Times Available

- West Campus (Uptown)
3:00 pm | 120 mins
- West Campus - Computer Seat
3:00 pm | 120 mins
- West Campus (Uptown)
3:15 pm | 120 mins
- West Campus - Computer Seat
3:15 pm | 120 mins
- West Campus (Uptown)
3:30 pm | 120 mins
- West Campus - Computer Seat

For West Campus Bookings:

- **West Campus - Computer Seat** – Choose this if you need to use one of our Testing Services computers, either as part of your accommodations or because your instructor requires it.
- **West Campus (Uptown)** – Choose this if you're taking a paper test or using your own laptop or tablet.

Step 7. Confirm your Booking Details. Once you select "Request" next your chosen test space & time, a Confirmation page will appear:

Confirm Exam Booking ×

Test Registration Request

Course:
Fake Course ()

Test Date:
September 26, 2025

Test Start Time:
3:00 pm

Testing Length (in minutes):
This is the total amount of time needed for this test. **This includes any extended time you may receive.** Verify with your instructor how much time the class receives for this test. If you need a different length, cancel this request and use the "Override Course Length" feature to select the correct test length that the class receives.
120

End Time
5:00 pm

Accommodations Needed
Uncheck the accommodations that you do not plan to use for this test room booking.
 Individual Testing Space
 100% Extended Time

Unavailable Accommodations
Any available accommodation is allowed in this room.

Testing Location:
West Campus Only: If you need to use a Testing Services computer, select a seat in the "West Campus - Computer Seat" location. (Not necessary for students with an Individual Testing Space accommodation).

West Campus Individual Room

Acknowledgement *
Students are expected to understand and comply with the responsibilities, policies, and expectations set forth on our [Student Information](#) webpage.

I have read, understand, and agree to follow the Student Responsibilities found on the Testing Services' Student Information webpage.

Submit Request

Please review your booking request carefully to ensure all details are correct. When submitting a booking, students are also required to confirm that they have read, understood, and agree to follow the Student Responsibilities outlined on the Testing Services [Student Information](#) webpage.

Select "Submit Request" to complete – you have now successfully made a Test Registration request with Testing Services' Accommodated Testing office.

What happens next?

Once you submit a request, you will receive an email confirming that it was received. Testing Services will then review your request to ensure space is available at your chosen date and time. In most cases, if you were able to submit the request successfully, space is available and we will approve it within 24–48 hours.

Please note: Testing Services reviews requests only from a logistical standpoint (whether we have space to administer the exam). **Your instructor has the final say** in approving or denying the request. If you are requesting a different date or time than the class exam, you must contact your instructor first to confirm that they approve the change.

Once Testing Services approves your request, both you and your instructor will receive an email notification. At that point, your instructor is responsible for submitting exam materials to us no later than **12:00 PM the business day before the test**. If materials are not received by that deadline, we may need to direct you back to your instructor, as our office cannot administer an exam without the required materials.

If your plans change and you need to reschedule, please contact Testing Services at testdel@ucmail.uc.edu for assistance.

Checking in at the Test Center:

West Campus (Uptown) French Hall West:

1. **Give your ID to a proctor at the front desk** located in French Hall West, Rm. 1505. This is at the top of the ramp at the Testing Center.
2. **Lock up your belongings in a locker.** Make sure to keep with you only the items you are allowed to use during the exam. If you are not sure what is allowed, check with a proctor.
3. **Have a seat in the Waiting Room (Room 1510 B).** This is located halfway down the ramp, on the left. A proctor will come get you to start your test.

East Campus (French Building East):

1. Check-in at the Kiosk in the Waiting Room (first room on your left upon going through the main entrance).
2. Once check-in is complete, please have a seat in the Waiting Room and wait for a proctor to assist you.