How to schedule an exam in the SMCM Accommodate system

Step 1: Log in to SMCM Accommodate. You use the same username/password for Accommodate as you do for SMCM email/Portal.

https://smcm-accommodate.symplicity.com/students
Step 2: Select “Testing Room” Tab on the far right. Scroll to bottom of this page to enter a new request by clicking “New Booking Request” button at bottom left corner.

Step 3: Select your course from the drop-down menu that appears on the left side of the next page. Once you pick the course, the page expands to include more questions you will need to answer about the test/quiz you’re taking.
Step 4: Fill in the date when you’re taking the quiz/test. If you’re taking it on the same day as the rest of the class, use the date from the syllabus. If you need to schedule it for a different day (with instructor permission), give the start and end date for the time period when you’ll take the exam.

Step 5: Fill in additional details about the exam on this same screen, including whether it is the final, the building where you will take the test (Glendening Hall is the only option), which of your accommodation(s) you’re asking to use for the exam (your accommodations are pre-loaded into the menu), and the room in OS3 where you want to take the exam.

As you make your choices on the left side of the screen, the right side of the screen changes to show the availability of the testing spaces that fit your needs. Click the link that appears for the available room. That is your last step on this screen.
Glendening Hall is the only option for the building.

In this menu, the accommodation(s) related to testing in OS3 are loaded. Select which accommodation(s) you're requesting for this test.

Select the room in OS3 where you want to test.

As you make your selections on the left, the options showing on this side of the screen will change to reflect which spaces are actually available for testing. Click the link for the room as the LAST step on this screen.
Step 6: Once you select the link of the room where you want to actually take your test/quiz, a pop-up menu will then appear. In this window, you will enter in more information about your exam, including the name of the test (from the syllabus) and if you need any special equipment for your test. Scroll to the bottom of the pop-out window to submit request. If you click the submit request button before entering in this extra information, you may not have the right supports in place for your test.
Step 7: The final screen will show your newest exam request on the left side as a ‘Pending Request.’ Your request will need to be approved by OS3 (which will happen within 24 hours if you request Monday-Thursday, or on the following Monday if you request Friday-Sunday) AND your instructor. When you submit your request, the instructor gets an email asking them to approve the request and submit the materials. The instructor will have up to 24 hours BEFORE your exam to approve the request/submit the materials.

Once it is approved by OS3, it will move over to the Approved Request side of the screen; they will keep in touch with your instructor about the needed materials for the test.
If you need to change anything about your request after it is approved, you must send an email to studentsupportservices@smcm.edu, traheja@smcm.edu, and your instructor (all on the same message) explaining why you are requesting the change. There is no guarantee that the requested changes will be approved, especially if they are submitted the day of the exam/test/quiz.