



DIVISION OF DIVERSITY,
EQUITY & INCLUSION

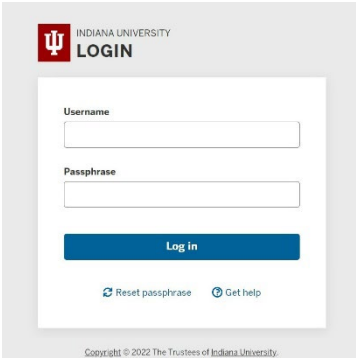
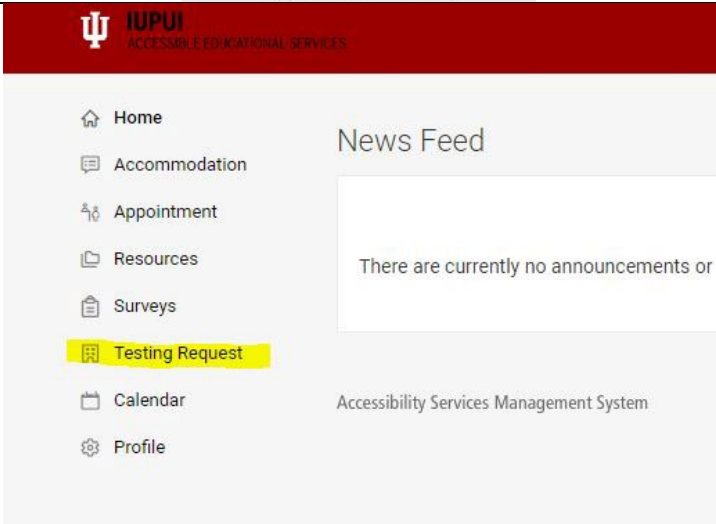
ACCESSIBLE EDUCATIONAL SERVICES

Indianapolis

Student Guide to Submitting a Test Request

Accommodate is a software application used by Accessible Educational Services at IU Indianapolis. It allows you—the student—to perform several tasks online and at your convenience. This includes submitting a **Test Request** which will allow you to take a test/quiz in the AES Testing Lab and use your testing accommodations.

Here are the steps:

<p>Login to Accommodate (https://iupui-accommodate.symplicity.com/students) Using your IU username and password. We recommend that you bookmark this URL.</p>	
<p>Navigate to the menu icon (≡) and Select <i>Testing Request</i> .</p>	

Select *New Booking Request*

Alternative Testing Rooms

Pending Booking Requests

Approved Book



No records found.

New Booking Request

Select your course from the drop-down menu

Alternative Testing Rooms

Select course. Ignore the rest of the form and click "Check Availability" at the bottom. Choose the date/time closest to when your class is taking the test. Fill out and submit the form.

Drop-down menu showing course options:

- AES Test Course 1 (AES 101-01)
- Symplicity Test Course (TEST 10001)

Ignore the rest of the form and
Select *Check Availability*

2023-08-16 to 2023-09-06

Time Range

08 00 am Clear

to

08 00 pm Clear

Final Exam

Yes No

Building

Room(s)

Check Availability

Back To My Booked Rooms

The form will automatically fill in the
start time of your selected class. If you
need a different start time, (approved by
your instructor) you can enter that in the
form shown below. Please find the
closest date to your test/quiz and select
AES Testing Lab for that date

*Check
losest to when
:form.

Monday, Aug 21, 2023

[AES Testing Lab](#) 9:00 am
(150 of 150 slots available)

Tuesday, Aug 22, 2023

[AES Testing Lab](#) 9:00 am
(150 of 150 slots available)

Wednesday, Aug 23, 2023

[AES Testing Lab](#) 9:00 am
(150 of 150 slots available)

Thursday, Aug 24, 2023

[AES Testing Lab](#) 9:00 am
(150 of 150 slots available)

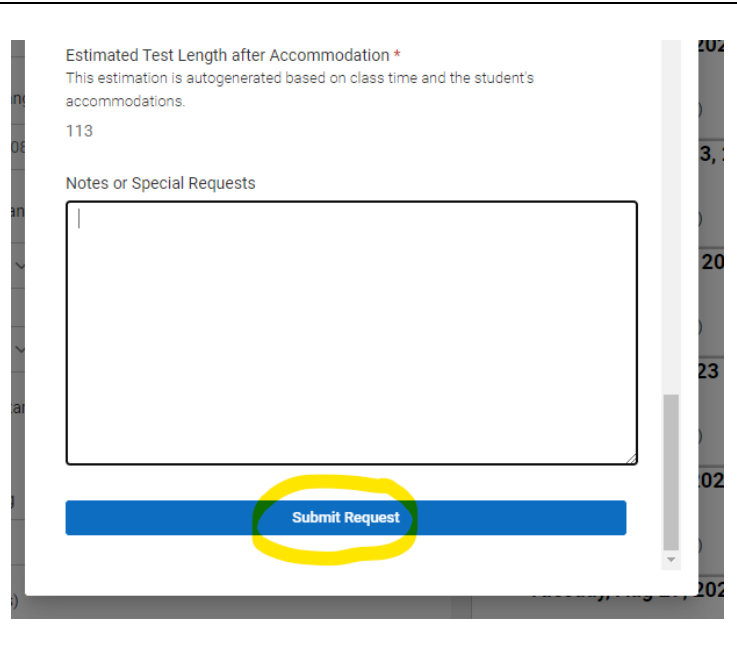
Then fill out the form that pops up.
Anything with an asterisk is mandatory.

The screenshot shows a 'Confirm Exam Booking' modal window. The 'Course' field is filled with 'AES Test Course 1 (AES 101-01)'. The 'Test Type' section has radio buttons for 'Quiz', 'Exam', 'Midterm Exam', 'Final Exam', and 'Not Sure'. The 'Test Name or Number' field is empty. The 'Test Format' section has radio buttons for 'Paper', 'Canvas based test', 'Paper version of Canvas test', 'ATI', and 'Other Online Platform'. The background shows a calendar interface with dates from 2023-08-08 to 2023-08-13.

Continue to fill out the form and if you need to start your test at a different date/time, please select as shown and answer the prompted questions.

The screenshot shows the 'Confirm Exam Booking' modal window with the 'Do you need to take this test at a different date/time than the above?' question. The 'Yes' radio button is selected. Below this is a 'Date/Time you need to take your test' field with a date picker and a 'Clear' button. The 'Reason for different test time' section has radio buttons for 'Online test with flexible test window (Canvas, ATI, etc.)', 'Class is testing outside normal class time', 'Rescheduled from another test time', 'Retaking Test', 'Conflicts with another class', 'Conflicts with work schedule', and 'Medical reasons (See Below)'. The background shows the same calendar interface.

Once your test request information is filled out, please select *Submit Request*



Estimated Test Length after Accommodation *

This estimation is autogenerated based on class time and the student's accommodations.

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Notes or Special Requests

Submit Request

Accommodate will then show you your test request in the Pending Booking Requests column. You and your instructor will be sent an email notification with your test request information. Your instructor will need to provide AES with the test information, and then AES will review your request and approve/deny. You and your instructor will be notified of the approval in an email. Then your request will move to the Approved Booking Requests Log. You will also get a reminder email one day before the test.

*Please read through your test related emails from us, there are important reminders and procedures that AES will assume that you have read.

If you need to cancel or change your test request, please email aesproj@iu.edu.