Students with Disabilities
How to Request to Take an Exam in the CTLE - Exam Booking

The University of Scranton uses Accommodate by Symplicity to assist students with disabilities in the process of obtaining accommodations.

Requesting to Take an Exam – Exam Booking

Students who want to take their examination in the CTLE will have to submit an Exam Booking Request through Accommodate.

Before you can request to take an exam in the CTLE, you must renew your accommodations for the corresponding semester by completing the Semester Request in Accommodate.

To request taking an exam through the CTLE with the accommodations you have been provided, follow the steps below:

Access Accommodate and log into the My.Scranton portal.

1. Click Testing Room
2. Click **New Booking Request**

3. Click drop down arrow to reveal your current course(s)

4. Click the course name for which you want to request the exam booking
5. Perform the following:
   a. Check the times for when testing in CTLE is available
      i. If your exam is scheduled during the times listed in blue, skip (b)
   b. Select Yes under Final/Online/Evening Exam – if your class fall outside the parameters listed at (a)
   c. Select LCS
   d. Check the mark in front of CTLE Testing Room
   e. Check the mark for the day of the week for which your exam is scheduled and click Check Availability
   f. Make the selection on the right side corresponding to the correct day and time of your exam
      i. When you click on the corresponding link, a pop-up window will show
6. Make sure to enter a name for your exam (g) and click **Submit Request**