

Students with Disabilities

How to Request to Take an Exam in the OSSS - *Exam Booking*

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

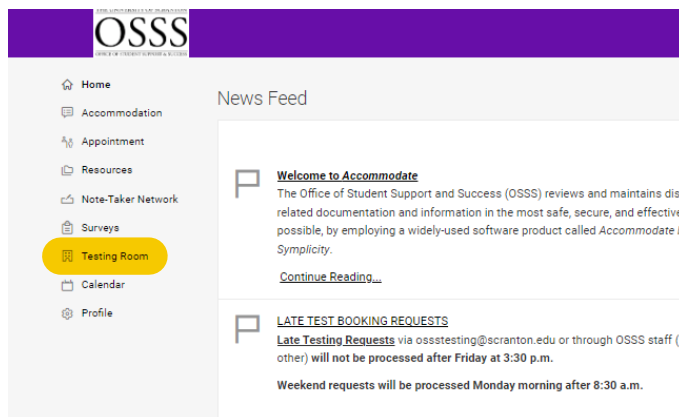
Requesting to Take an Exam – Exam Booking

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

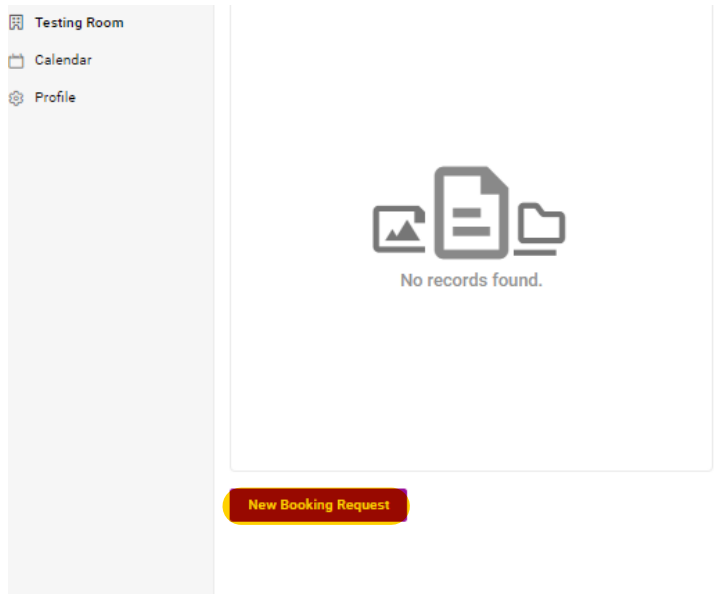
Before you can request to take an exam in the OSSS, you must renew your accommodations for the corresponding semester by completing the [Semester Request in Accommodate](#).

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

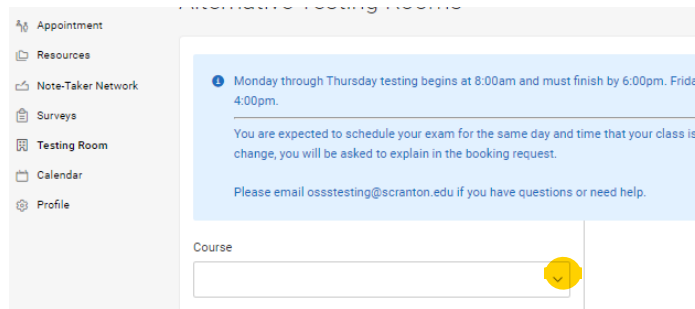
[Access Accommodate](#) and log into the My.Scranton portal.



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

A Monday through Thursday testing begins at 8:00am and must finish by 4:00pm.
 You are expected to schedule your exam for the same day and time that you are currently scheduled for. If you need to change the day and time, you will be asked to explain in the booking request.
 Please email osstesting@scranton.edu if you have questions or need help.

B Is this a Final Exam?
 Yes No

C Building

D Room(s)
 Online Exam – NOT in OSSS
 OSSS Testing Room- Online Exam-Personal
 0 of 5 selected

E

F

Online Exam – NOT in OSSS (100 of 100 slots available)	12:00 am
Online Exam – NOT in OSSS (100 of 100 slots available)	12:15 am
Online Exam – NOT in OSSS (100 of 100 slots available)	12:30 am
Online Exam – NOT in OSSS (100 of 100 slots available)	12:45 am
Online Exam – NOT in OSSS (100 of 100 slots available)	1:00 am
Online Exam – NOT in OSSS (100 of 100 slots available)	1:15 am
Online Exam – NOT in OSSS (100 of 100 slots available)	1:30 am
Online Exam – NOT in OSSS (100 of 100 slots available)	1:45 am
Online Exam – NOT in OSSS (100 of 100 slots available)	2:00 am

5. Perform the following:

- Check the times for when testing in OSSS is available
 - If your exam is scheduled during the times listed in blue, skip (b)
- Select **Yes** under Final/Online/Evening Exam – if your class fall outside the parameters listed at (a)
- Select LCS
- Check the mark in front of OSSS Testing Room
- Check the mark for the day of the week for which your exam is scheduled and click **Check Availability**
- Make the selection on the right side corresponding to the correct day and time of your exam
 - When you click on the corresponding link, a pop-up window will show

Confirm Exam Booking

* indicates a required field

Testing Room *
Online Exam – NOT in OSSS

Course *
[REDACTED]

Exam Name: i.e. Exam, Quiz, Mid-term, etc. *
[REDACTED]

Testing Date *
December 11, 2023

Testing Time *
12:15 am

Length *
Completing this field will cause the page to reload. All fields will retain their values.
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Confirm Exam Booking

Students may use the following during this exam:

- Calculator
- Computer
- Scrap Paper
- Table(s)
- Open Book
- Blue Book
- Open Notes
- Scantron
- N/A

Submit Request

6. Make sure to enter a name for your exam (g) and click **Submit Request**