



## How to Schedule an Exam Using Wayne Accommodate

### Step 1: Log into Wayne Accommodate




Sign in

Log In  
Please enter your username and password.

**Username**  
(your email address)

**Password**

[Go](#) [Reset](#) [Forgot Password](#)



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Home Accommodation Appointment Request Profile Documents Resources Surveys Events Test Scheduling Calendar

Welcome, Kimberly Lemons. My Account

Your feedback is welcome.

**NEWS FEED** Show Me

There are currently no announcements or notifications to display.

**GETTING STARTED**

- Account Created
- Personal Profile
- Privacy Settings
- Academic Profile
- Document

**SHORTCUTS**

- My Activity Summary
- Request an Appointment with SDS
- Request Accommodation

## Step 2: Select “Test Scheduling”



Home > Test Scheduling

Home Accommodation Appointment Request Profile Documents Resources Surveys Events **Test Scheduling** Calendar

My Account

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### Alternative Testing

PENDING BOOKING REQUESTS	APPROVED BOOKING REQUESTS
You have no pending room requests at this time.	You have no approved room requests at this time.

[New Booking Request](#)

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

## Step 3: Click “New Booking Request”

Home > Test Scheduling

Home Accommodation Appointment Request Profile Documents Resources Surveys Events **Test Scheduling** Calendar

My Account

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### Alternative Testing

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You have no pending room requests at this time.	You have no approved room requests at this time.

[New Booking Request](#)

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Step 4: Select the course that you are scheduling the exam/quiz for from the drop down box and then click “Check Availability”

Home > Test Scheduling

Alternative Testing

Course

Psych 1010

Check Availability

Back To My Booked Rooms

Start by choosing an initial filter from the choices at left

Step 5: Select “Refine Results” to see available testing dates/times.

Home > Test Scheduling

Alternative Testing

Course

Refine Results

Back To My Booked Rooms

**Wednesday, Jul 22, 2015**

3:30 pm	<a href="#">SDS Office</a>	60 mins
4:30 pm	<a href="#">SDS Office</a>	60 mins

**Thursday, Jul 23, 2015**

8:30 am	<a href="#">SDS Office</a>	60 mins
9:30 am	<a href="#">SDS Office</a>	60 mins
10:30 am	<a href="#">SDS Office</a>	60 mins
11:30 am	<a href="#">SDS Office</a>	60 mins

## Step 6: Select the date and time that you want to take the exam from the column on the right.\*

\*Please note that you are **required** to take your exam at the same time as your class unless there is a time conflict with another class or with SDS office hours. You **must** get approval from your instructor if you change your exam time **and** send an emailing with that approval to [sdsexams2010@wayne.edu](mailto:sdsexams2010@wayne.edu).

Home > Test Scheduling

Alternative Testing

Course: Psych 1010

Date Range: 2015-07-20 to 2015-08-03

Time Range: 8:00 am - 4:30 pm

Exam: 001

Refine Results | Back To My Booked Rooms

Wednesday, Jul 22, 2015		
3:30 pm	<a href="#">SDS Office</a>	60 mins
4:30 pm	<a href="#">SDS Office</a>	60 mins

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Thursday, Jul 23, 2015		
8:30 am	<a href="#">SDS Office</a>	60 mins
9:30 am	<a href="#">SDS Office</a>	60 mins
10:30 am	<a href="#">SDS Office</a>	60 mins
11:30 am	<a href="#">SDS Office</a>	60 mins
12:30 pm	<a href="#">SDS Office</a>	60 mins
1:30 pm	<a href="#">SDS Office</a>	60 mins
2:30 pm	<a href="#">SDS Office</a>	60 mins

## Step 7: Confirm your course information, the exam information and your accommodations

Home > Test Scheduling

Alternative Testing

Course: Psych 1010

Date Range: 2015-07-20 to 2015-08-03

Time Range: 8:00 am - 4:30 pm

Exam: 001

Refine Results | Back To My Booked Rooms

### Confirm Exam Booking

**Test Accommodation Request**

Testing Room: SDS Office

Course Day & Time: i.e. MW, 11:45am-12:40pm

Professor/Instructor/T.A. Name: \_\_\_\_\_

Testing Date & Time: You are expected to take the exam at the same time as the class unless there is a time conflict with SDS hours or another class.  
July 23, 2015

Notes: If you have chosen a test time different than the class time, please provide an explanation here. You must also discuss this test time with the professor for approval and we must have email confirmation.

4:30 pm SDS Office 60 mins

## Step 8: Wait for exam confirmation

Home > Test Scheduling

My Account

### Alternative Testing

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#### PENDING BOOKING REQUESTS

**SDS Office**  
July 23, 2015 12:00 am  
@ SDS Office, Test Detroit, MI 48202 US

#### APPROVED BOOKING REQUESTS

You have no approved room requests at this time.

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Step 9: You will receive a confirmation email that your exam has been approved.

Testing Request Received - Student

studentdisability@wayne.edu  
to me

July 20, 2015, 2:40 pm

2:40 PM (48 minutes ago)

Dear Kimberly,  
Your request for a testing appointment in SDS Office at 00:00:00 on 2015-07-23 has been received. You will receive another email once your appointment has been confirmed or declined.

Click here to [Reply](#) or [Forward](#)

1.6 GB (10%) of 15 GB used  
Manage

[Terms - Privacy](#)

Last account activity: 44 minutes ago

If at any point in this process something is not working properly or you have questions, please call the Student Disability Services Office 313.577.1851