

Scheduling Exams

Accommodate Student User Instructions –
Loyola University/Office for Accessible Education (OAE)

Please follow the step-by-step instructions below to access and navigate your Accommodate portal to schedule exams to be taken with Accommodations at OAE.

Log into Accommodate for Students, found in your SSO



Accommodate for
Students

After logging in, you will come to your Accommodate account home page. To schedule an exam, navigate to the 'Schedule a Test' tab at the left of the page.

The tab will open to the view below showing your pending and approved scheduled exams. Select ‘New Booking Request’ at the bottom of the page to continue.

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Alternative Testing Rooms

The page will open to the view below. Click 'Courses' it will show a list of all your courses for which you have testing accommodations, select the course your exam is in. **If the professor has already uploaded the exam information, an 'Exam' box will auto-populate.** Choose your exam from the drop down. **If they have not uploaded yet, the 'Exam' dropdown will not appear.**

Note - You can still schedule the exam, regardless of when the professor uploads the exam on their end.

Home / Testing Room / Alternative Testing Rooms

Alternative Testing Rooms

1. Select a Filter
Start by applying a filter to see available options.

Course *

First Year Spanish II (SPAN-A101-002) ▼

Exam

Select an Exam
STRAMEL SPAN A101 Prueba 1

> Add Optional Filters

Clear Filters

Next Step

Hit 'Next Step' >> *unless...

- It is a final exam
- The class length differs from non-extra-time exam/quiz length (usually not the case)
- You want to confirm your accommodations are correct

To see/edit this information, select the gray shaded 'Add Optional Filters' area below the courses dropdown.

Clicking the shaded 'Add Optional Filters' will show the building drop down, exam length, your accommodations, and the final exam toggle. If your class length is different than the exam length (50 minute class, 25 minute quiz) select override course length and fill in the correct non-extra-time exam length. Click 'Next Step' to continue.

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1. Select a Filter

Start by applying a filter to see available options.

Course *

Acute & Chronic Pain Mgt (NURS-G928-0A1) ▼

▼ Add Optional Filters

Building

▼

Length

▼

Accommodations

Testing Accommodations/Distractio ... ×

Testing Accommodations/Extended Ti... ×

Choose Accommodations ▼

☒ Testing

Accommodations/Distractio

Reduced Testing Environment

☒ Testing

Accommodations/Extended

Time for Tests and Quizzes:

1.5x

Clear Filters

Next Step

Underneath, select tab #2 and the calendar view will populate. Only the dates your class meets on will appear as options. Choose the date the exam is scheduled for.

Note - for students scheduling exams weeks/months in advance, syllabi and test schedules may change depending on the specific circumstances of your class. These dates can be edited after the fact if needed.

2. Select a Date

Need to update the dates? Head back to step 1 filters to make changes.

<

September, 2025

>

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Login as frame

Tab #3 will show the available testing rooms below. **Students with the Private Room accommodation will see those rooms populate as options as well.** The exam start time will auto-populate in gray (12:30) next to your accommodated extra-time exam length (165 mins). Select ‘Request’ to continue.

*Note - for students with a time conflict (back to back classes, or other circumstances) who need to schedule an exam outside of normal class hours, reach out to the testing coordinator (afpowers@loyno.edu) or OAE (oea@loyno.edu) and your professor (**include everyone on the same email**) to explain your circumstance, and the coordinator will schedule your exam with your professor’s approval.*

3. Select a Space

Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

▼

Monroe Library

6 Times Available

Group Testing Room #1

12:30 pm | 165 mins

Request

Group Testing Room #2

12:30 pm | 165 mins

Request

Group Testing Room #3

12:30 pm | 165 mins

Request

Group Testing Room #4

12:30 pm | 165 mins

Request

Fill in the requested info in the pop up window. Exam name can be Exam #1 or other generic if professor has not uploaded the exam (if they have, it will autopopulate). Fill in the extra-time exam length (165 mins in this case). Your approved accommodations should be checked in blue. Add any additional notes that you want to communicate with the OAE proctor or professor regarding your exam. When finished click 'Submit.' The request will populate in the 'Pending' tab, (see pg 2 of this document).

Confirm Exam Booking

Login as frame

Testing Room

Group Testing Room #1

Course

Anesthetic Mgt for Com Proc II (NURS-G927-001)

Exam *

Exam is required

Testing Date

September 15, 2025

Testing Time

12:30 pm

Accommodated Exam Length (Minutes) *

Accommodated Exam Length (Minutes) *

End Time

3:15 pm

Accommodations Needed

Uncheck the accommodations that you do not plan to use for this test room booking.

☒

 Extended Time for Tests and Quizzes: 1.5x

☒

 Distraction Reduced Testing Environment

Unavailable Accommodations

Any available accommodation is allowed in this room.

Login as frame

Notes

Submit Request

Request