

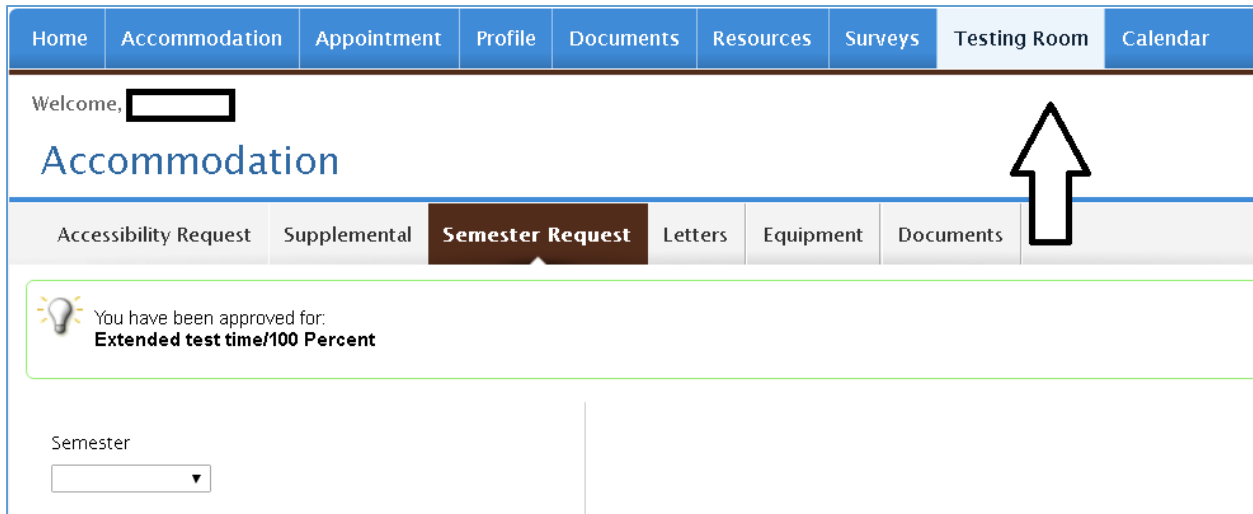
Student Accessibility Services

Instructions for Scheduling Distraction Reduced Exam Space at SAS

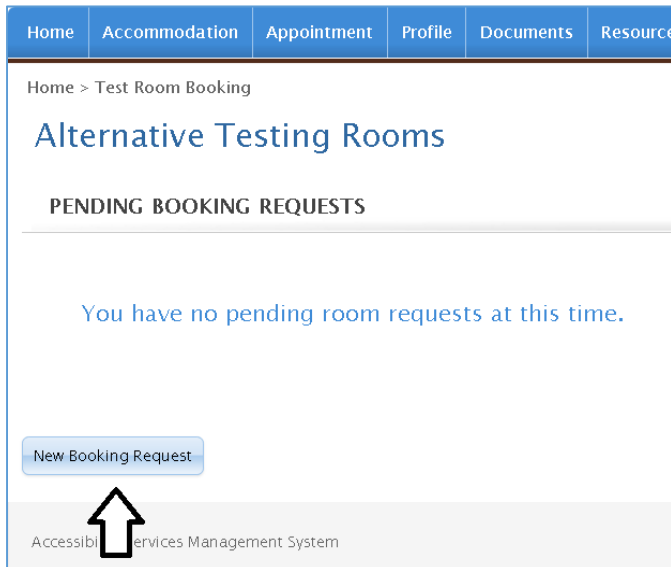
****Note: You can ONLY book your distraction reduced exams after you've requested your letters for the semester, and ONLY if you have distraction reduced exams as an accommodation. If you have not requested your letters, the "testing room" option will not appear.****

1. Log into Accommodate by going to our website at <https://students.tufts.edu/student-accessibility-services/currently-registered-students> and clicking on "Accommodate Log On" on the right-hand side of the page. Use your Tufts UTLN and password (the same one you use for your email).

2. Select the **Testing Room** tab



3. Click on **New Booking Request**



4. Choose your **course** from the drop down menu.
5. Choose the **date range** of the exam. If you are trying to book your exams for the semester, search for each exam date at a time. If you search for the duration of the semester, you will have a huge number of results!

- Click the **room** and **time** that you'd like to take the exam in. Rooms that have computers in them will indicate that.

Home > Test Room Booking

Alternative Testing Rooms

Course
Intro to April the Giraffe

Date Range
2017-08-16 Select to 2017-08-30 Select

Time Range
9:30 am - 4:30 pm

Monday, Aug 21, 2017

10:00 am [Room 8 \(computer\)](#) (1 of 1 slots available)

11:00 am [Room 8 \(computer\)](#) (1 of 1 slots available)

Tuesday, Aug 22, 2017

10:00 am [Room 8 \(computer\)](#) (1 of 1 slots available)

11:00 am [Room 8 \(computer\)](#) (1 of 1 slots available)

- Add any information you think that we need to know about the exam in the notes section.
- Click **Submit Request**.
- You will receive an email from SAS when your professor has approved that you take your exam here and we have confirmed your accommodation use. You should expect this email as soon as your professor has signed off on it.

If you have any questions contact SAS at: accessibility@tufts.edu