Scheduling Exam Accommodations with DAS:

Reservations for exam accommodations must be submitted at least **7 days in advance of the test date and time**. This is the only way to guarantee our office has time to arrange a proctor, a testing space, and coordinate with your professor given the current demand.

How to Book:

1. Login to your Accommodate account at https://bard-accommodate.symplicity.com/
2. Click the "Testing Room" tab on the left-hand side
3. Click the "New Booking Request" button
4. Select your course from the drop-down menu
5. Select the originally scheduled date and time of the exam in date range and time range. If the test length differs from the length of the class, click "Yes" to override course length. This will require you to input the test length and your extra time will be **automatically calculated** into your test request.
6. Check the box for the "To Be Determined" room. Your exam location will be sent to you after the exam is confirmed.
7. Click the slot on the right-hand side and complete your test request by filling in the remaining information.
8. If you have a scheduling conflict with the exam time, click 'yes', fill out the alternate date/time you would like to request, and provide an explanation as to why. **Please note this alternate date and/or time must be approved by your instructor.**

Please be advised you will receive a notification email to your Bard email address upon submitting your test request. If you do not receive this email, or do not see your test request in Accommodate, please re-submit your test request. We will get back to you as soon as possible once the booking is approved by your professor or if there are any issues. If you have any questions about this process, please feel free to contact us!