Submitting an Exam Request in Accommodate

1. Log in to Accommodate at https://nku-accommodate.symplicity.com/. Select 'Student' and enter using your NKU username and password.

2. Click the "Testing Room" tab located on the left side of the screen.
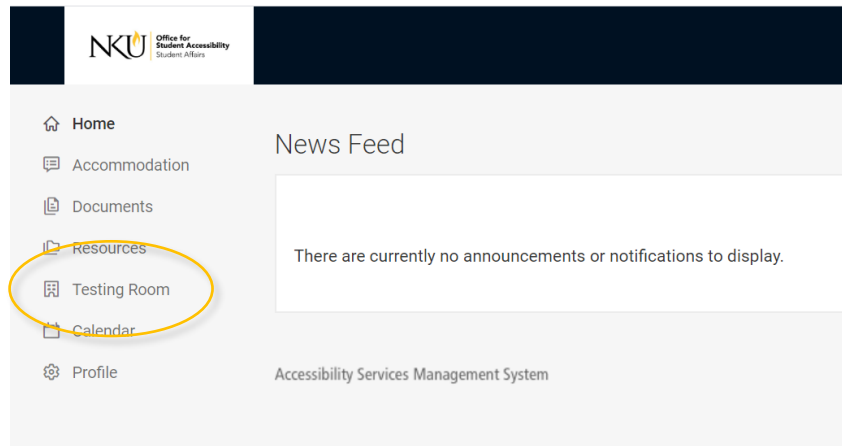
3. This "Alternative Testing Rooms" page shows your future testing appointment requests. To make a new request, click "New Booking Request" at the bottom of the page.
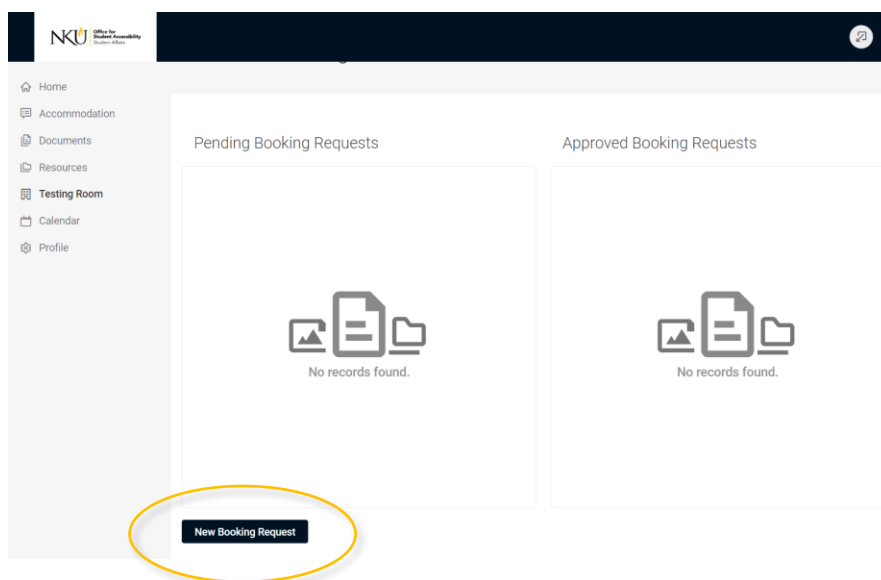
Important: Students are able to book their appointments at least 72 full hours before the time of the exam. We recommend submitting all exam requests as early as possible once you receive your course syllabi.

4. Select the course that you have an exam in from the course drop down menu. Limit the date range for your desired testing appointment to the day in question. Select "Check Availability" at the bottom of the page.

5. Available times will populate on the right side of the screen. Click the "UC 101" link next to the appropriate time.


Important: Whenever possible, students are expected to take their exams at the same time and date as the rest of the class. Please contact Testing Services (testing@nku.edu) if the exam time needed is not listed. If you are in need of late testing (testing that runs past 4:30 pm), please keep in mind the following information:

- You must be taking the exam for an **evening class**. Classes that start after 4:30 pm are considered evening classes.
- You must request Late Testing from our office via phone at (859) 572-6373 or email at testing@nku.edu at least 7 days in advance of when you will be taking your exam. This process will allow us to plan for adequate staffing for your exam.
- We close promptly at 8:00 p.m. for late testing, so please factor in your extended time to allow yourself enough time to complete your exam.
- There will be no late testing on Fridays.

6. A pop-up box will appear. Fill in the necessary fields, including any notes about what you might need while testing, such computer access for online exams.

7. Review the information you have provided. Once you're sure it is accurate, click "Submit Request" at the bottom of the form.

8. You will see your newest booking in the "Pending" section. Your request will be sent to your professor for approval. You will receive an email notification when it is approved or denied. If you do not receive email confirmation, please follow up with your professor regarding exam planning as needed. Once approved, your request will show in the "Approved" section.
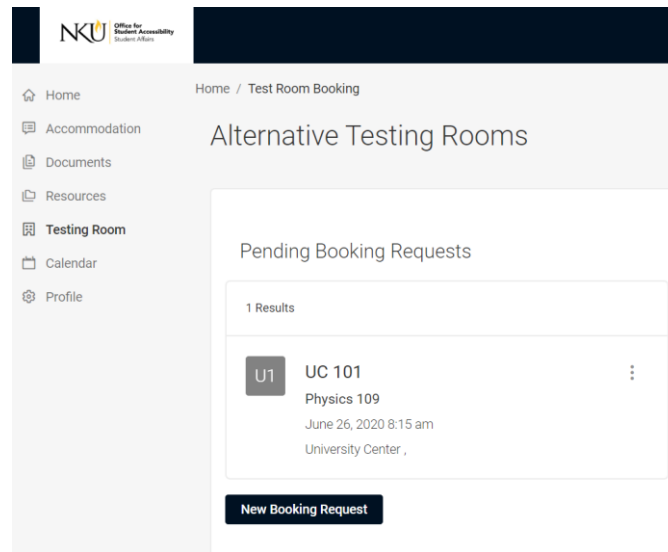
You can always come back to the Testing Room page to check the status of your appointments, as well as cancel or schedule new exams.

We're here to help you! For questions, please contact Testing Services at 859.572.6373 or email us at testing@nku.edu.

📞 **859.572.6373**   ✉ **testing@nku.edu**   www **nku.edu/testing**