



TESTING ACCOMMODATIONS

(ver: 12.2.2023)

- Testing **accommodations take effect only when your professors are notified through Accommodate**; they don't apply retroactively. If you haven't done so already, complete the **Semester Request** process as soon as possible so CASAS can send your accommodation letters to your professors. You need to do this each semester (including intersessions), and again whenever your schedule changes or you're approved for new accommodations.
- During the Fall and Spring semesters, the CASAS Testing Center is open from **8:30 am until 8:00 pm on Mondays through Thursdays and until 4:30 pm on Fridays**. During finals week, exams may be scheduled only for the morning (9:00 am) or afternoon (1:30 pm) testing block. Testing Center hours are limited during the summer and intersessions.
- Testing in the CASAS Testing Center must be **scheduled through Accommodate at least 7 days in advance (and 15 days for final exams)**. Book your quizzes, tests and exams as soon as you know the dates! Professors are not required to approve testing requests made with less prior notice.
- To book your testing at the CASAS Testing Center:
 - Log onto [Accommodate](#) from "My SCSU Apps"
 - Click on "**Testing Room**" on the left.
 - Scroll down to [New Booking Request](#) at the bottom.
 - Select the appropriate course from the pull-down menu.
 - Select the date and time the test is scheduled for the class (unless the professor has agreed you may take the test at a different time/day).
 - Click [Check Availability](#).
 - Select the available date and time from the list on the right.
 - The "**Confirm Exam Booking**" page will pop up.
 - Your testing-related accommodations will appear. De-select any you DON'T want to use for this testing.
 - Indicate whether or not any of your accommodations may require the presence of a second proctor (i.e., speech-to-text, scribe or test reader accommodations).
 - Include any notes for your professor and/or proctor.
 - Click [Submit Request](#).

Your request will appear under "Pending Booking Requests" on the Testing Room page. When your professor approves your test request, it will appear under "Approved Booking Requests."
- The first time you test at the CASAS Testing Center each year, you will be asked to sign a [Testing Accommodations Acknowledgment Form](#), by which you must abide whenever you take quizzes, tests or exams at CASAS.
- If you have difficulty booking a test or have any questions or concerns, please reach out to CASAS by calling (203) 392-6826, emailing us at casas@southernct.edu, or stopping by our office located on the 3rd floor of Buley Library.