

Steps on Making a Test Accommodation Request

Put note if need to take test at earlier time still select an available

Step 1: Go to the associated link for Accommodations Request

<http://sunymaritime.libcal.com/booking/accommodations>

Step 2: Select the date for exam in the calendar on the left.



Student Accommodations

Students can make Accommodations request.

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Report a tech support issue.
View this page in a format suitable for screen-readers
Room Schedule / Dashboard / Logout

Step 3: Click the start time block you need for your accommodation and click Continue.

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Booking Details

Accommodations Room 4:00pm - 5:00pm, January 31, 2017

Accommodated exams must be provided in accordance with the American Disability Act (ADA) Section 504. It is always preferred that accommodated exams be administered by the professor or departmental designee. If this not possible, please send all proctoring requests to Maranda L. Miller (mmiller@sunymaritime.edu).

Students are responsible for confirming when a proctored exam must be completed. All request must be submitted at least 72 hours in advance to assure proper scheduling.

All accommodated exams are done Monday - Thursday from 3:00 pm - 8:00 pm. If an exam cannot be proctored during these timeslots, necessary adjustments will be made. Students will be sent a confirmation email with the proctored test date, time, and location.

Step 4: Enter full name, email, and Maritime ID, course, professor name, actual time and date, time allowed for exam, select if you need a reader and/or scribe, and **fill out additional comment with alternate time if unable to come between the specified hours.**

Full Name *

Email *
Enter @sunymaritime.edu addresses only

Maritime ID Number *

Course/Section *


Professor *

Actual Exam Date and Time *

Time Allowed for Exam *

Do you need a reader and or scribe *
 Reader
 Scribe
 None

Additional Comments



Step 5: An information of pending approval will show after submitting and the time block will turn from green to red.

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Calendar for Jan 2017:

Su	Mo	Tu	We	Th	Fr	Sa
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	31				

January 31, 2017

Accommodations 9:00am 10:00am 11:00am 12:00pm 1:00pm 2:00pm 3:00pm 4:00pm 5:00pm 6:00pm 7:00pm 8:00pm

Available - To book, click on any available slot.

Thanks! This booking is pending approval. You will receive further information via email.

Step 6: Get an in-process email in your SUNY Maritime student mail.

Hi Sample Sample,

The following booking is under review by the accommodations team, you should receive a decision shortly:

Accommodations Room, 4:00pm - 5:00pm January 31, 2017 (60 minutes)

Maritime ID Number: M1005099

Course/Section: MATH 101

Professor: SAMPLE

Actual Exam Date and Time: JAN 10, 2017 11:00 A.M.

Time Allowed for Exam: 1 HOUR

Do you need a reader and or scribe: None

Additional Comments: e.x. 4:30 P.M. (Fill out an additional comment with alternate time if unable to come between the specified hours.)

To cancel this booking visit:

http://sunymaritime.libcal.com/cancel_booking.php?i=67320250&c=801b0bfa93

Cancellations must be made at least 6 hours prior to booking time.

Thank you for using the Stephen B. Luce Library Room Booking System!

Step 7: Ms. Miller will email you the accommodated test specifics.