



## Accommodate Guide for Students

### **Initial Steps**

First, make sure that you have accommodations on file by going to [sunymaritime.edu](http://sunymaritime.edu) and selecting “Academics” followed by “Student Engagement and Advising (SEA) Center” and finally “Accommodations.” You may also go to <https://www.sunymaritime.edu/accommodations>. This page contains instructions on how to register for accommodations.

### **Booking an Accommodated Exam**

1. Go to <https://sunny-maritime-accommodate.symplicity.com/> and select “Student,” then “Testing Room,” and finally “New Booking Request” near the bottom of the page.
2. Select your course, then input the date and time of the exam before clicking “Check Availability.” Lastly, select the desired time from the box on the right. Please note that **all exams must be booked at least 72 hours in advance of the test date.**
3. **You may never take an exam prior to the day/time it will be given in class.** You must take all exams at the same time as the rest of your classmates, or shortly afterwards (1-2 days maximum).
4. When scheduling your exam, you must input the full and correct amount of time you receive, including your extra time (1.5x, 2.0x, etc).
5. At the time of your exam, report to the front desk of the Learning Center, located on the 3<sup>rd</sup> floor of Heritage Hall.
6. Present your phone, smartwatch, and any other electronic devices to your proctor for storage in the secure conference room cabinet for the full duration of the exam.
7. Your completed exam will be scanned and uploaded to your professor between 24 and 72 hours of the test date.

Please direct any questions to: [ndorot@sunymaritime.edu](mailto:ndorot@sunymaritime.edu)