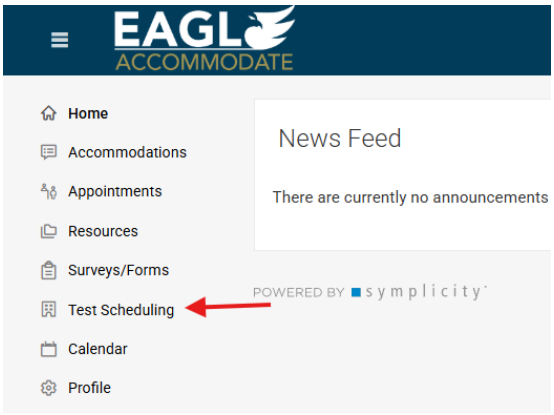
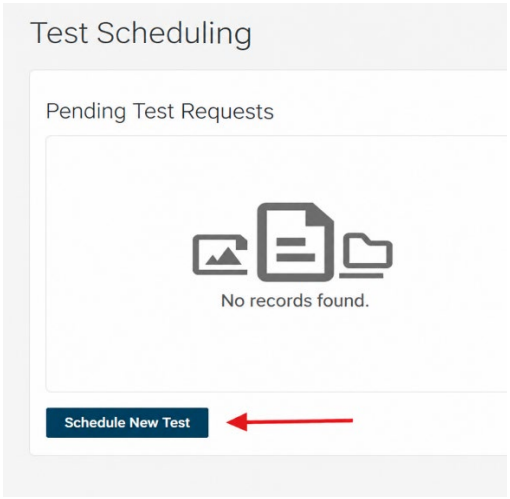
Student Testing Guide - Eagle Accommodate

1. Log in to Eagle Accommodate here: https://waketech-accommodate.symplicity.com/students (opens in a new tab) (plain text: https://waketech-accommodate.symplicity.com/students)
2. On the left side, click "Test Scheduling"
    a. Note: If the "Test Scheduling" link is missing, this means you have not submitted your accommodations for the current semester. See the DSS Current Student webpage for instructions here: https://www.waketech.edu/student-services/disability-support-services/current-students (opens in a new tab) (plain text: https://www.waketech.edu/student-services/disability-support-services/current-students)

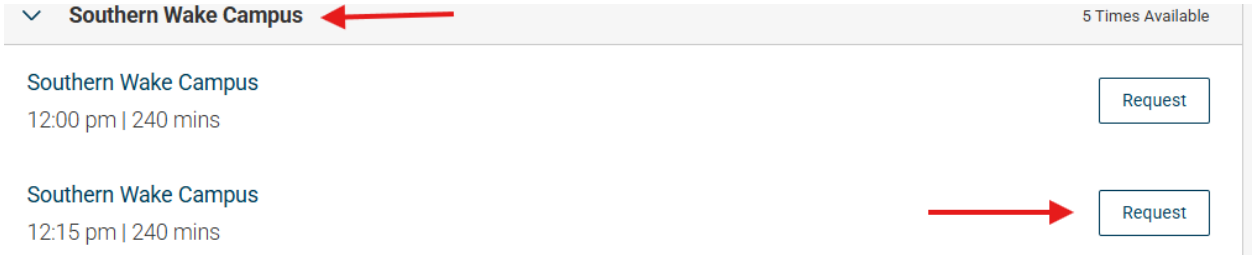


3. Click "Schedule New Test." You may need to scroll down to see this button.



4. Select the course from the drop-down menu, then click "Next Step."
    a. Ignore "add optional filters"

   b. If an option to select a test name appears, do NOT select a test from the list.
5. Select the date of your test.
   a. This must be the same day as your class takes the test or within the testing window provided by your instructor.
   b. You must complete this form at least seven (7) FULL days in advance. Any dates less than seven full days away will be unavailable.
6. Select the location of your test. This will then show times available at this location.
   a. For in-person classes, tests must be taken at the same campus as the class unless permission is received to take the test at Scott Northern Wake or Southern Wake.
   b. Only select "Online" if your class is taking the test online.
   c. For online classes that require in-person testing, please select Scott Northern Wake or Southern Wake.
7. Find the time you plan to start your test, and click "Request" to the right of this time



   a. Ignore the number of minutes. This will be edited by your instructor
8. A new window will open.
9. Type the name of the upcoming exam. If there is a drop-down menu for the exam name, do NOT select an exam name.
10. The form asks, "Is this request during the normal class meeting time?" If so, click "yes." If not, click "no" and explain why in the text box.
11. Click "Submit Request" at the bottom of the form.

If you have any questions or issues, please email **dsstesting@waketech.edu** or call (919) 866-5670

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