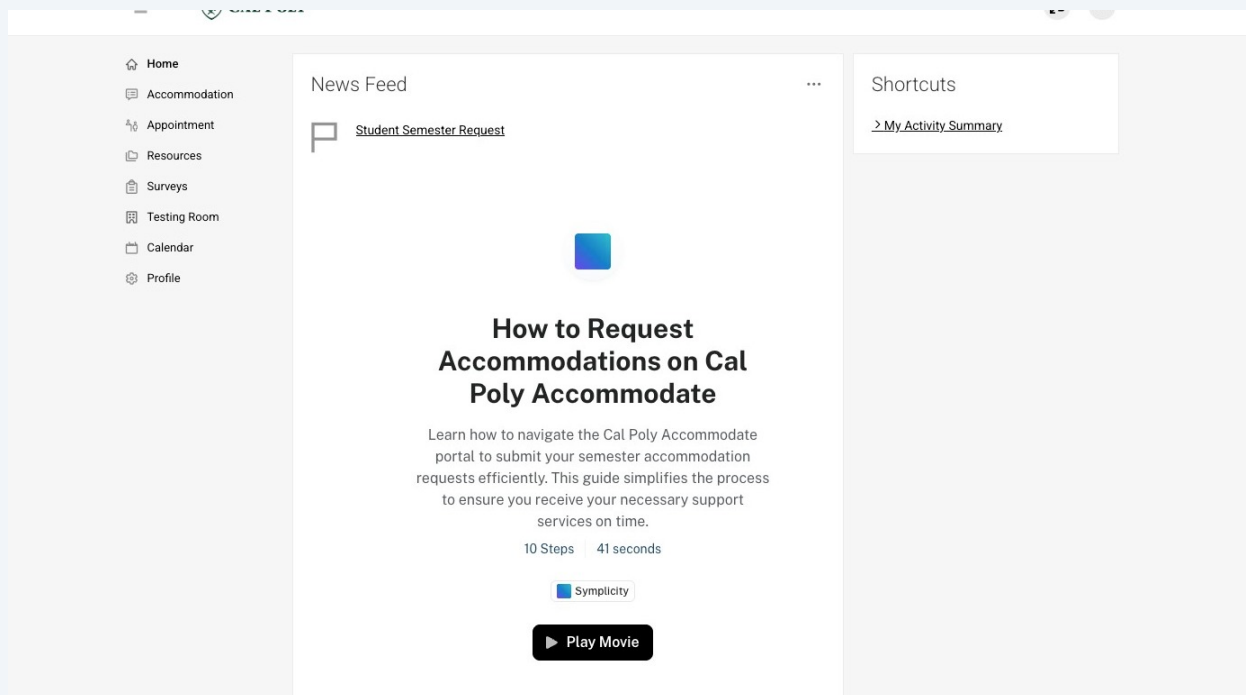


How To Schedule A Disability Resource Center Exam

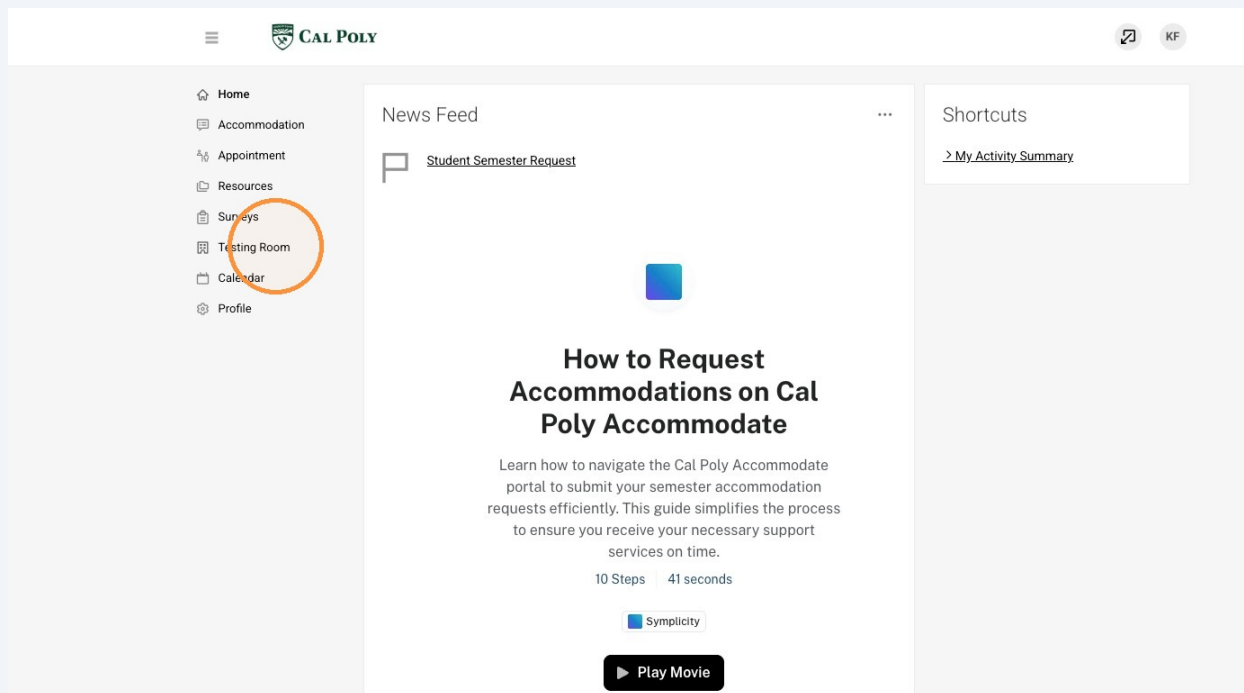
Learn how to navigate the Cal Poly Accommodate portal to schedule your exams with the Disability Resource Center. This guide walks you through selecting your course, location, and specific testing accommodations to ensure your request is submitted correctly.

1 Navigate to <https://calpoly-accommodate.symplicity.com>



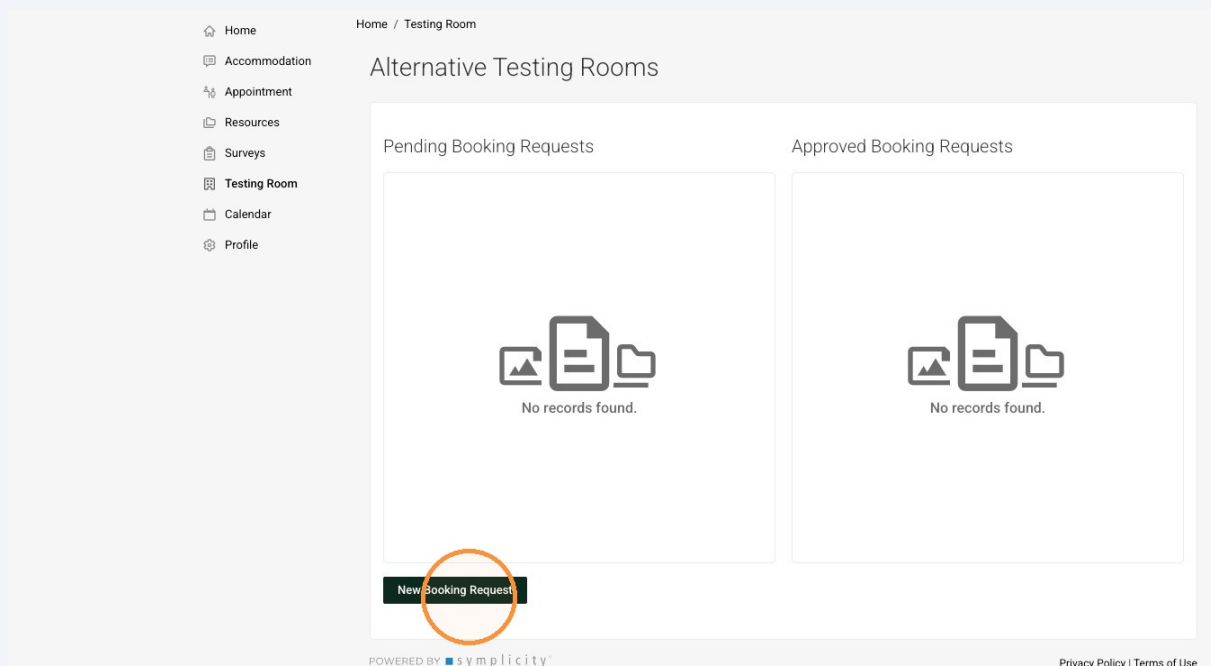
2

Click "Testing Room." If this option is not available, ensure that you have been approved for testing accommodations and have submitted a semester request for the current term. Instructions on submitting a semester request can be found on the Accommodate home page.

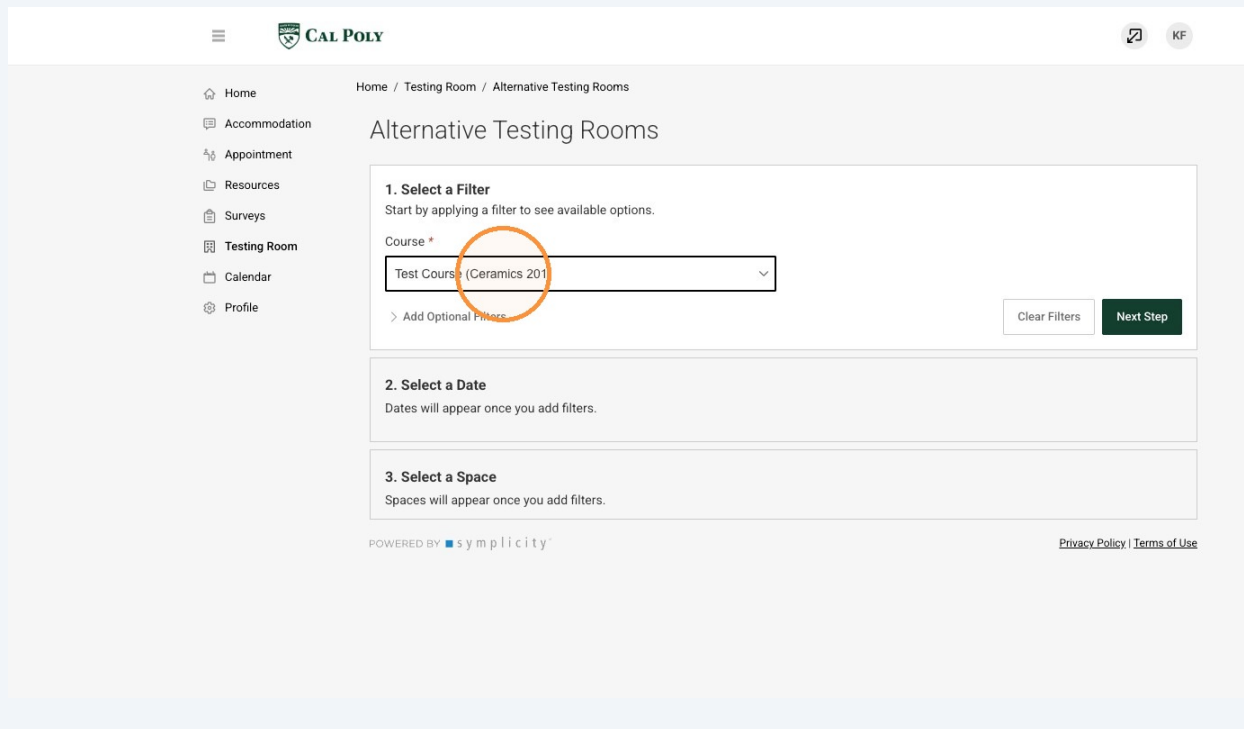


3

Click New Booking Request



4 Select your course from the dropdown menu

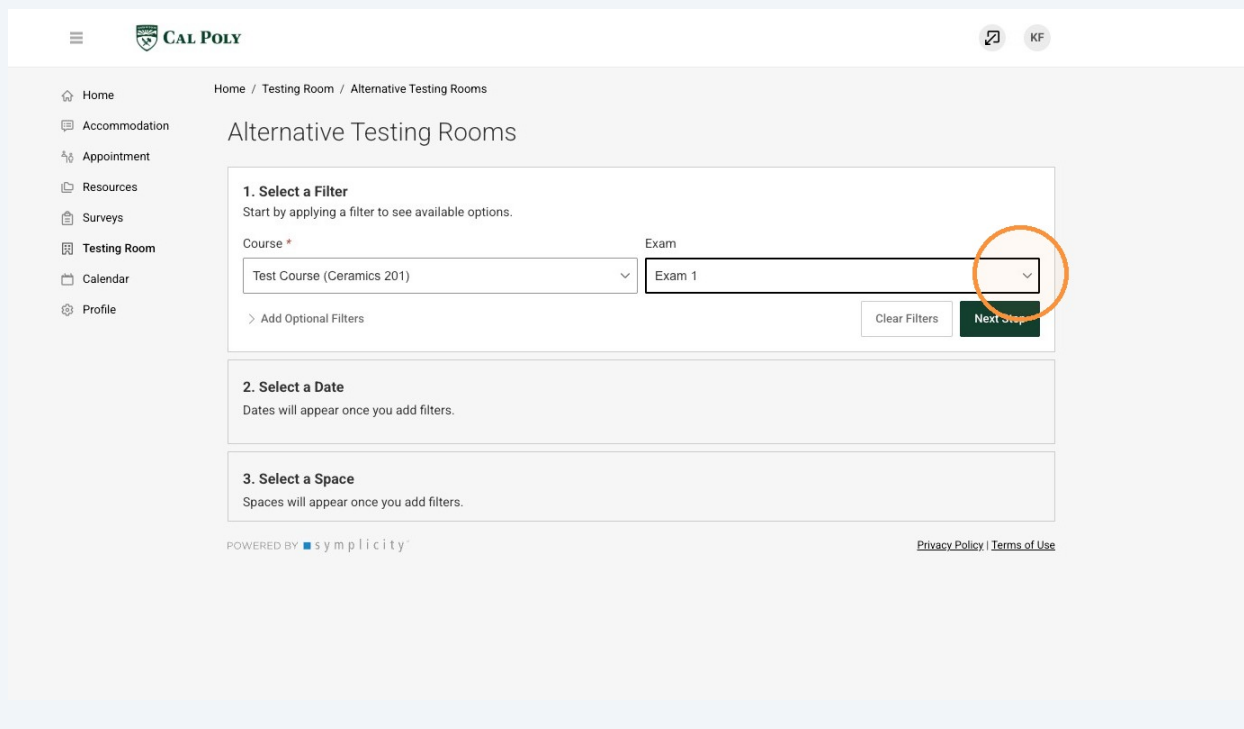


The screenshot shows the 'Alternative Testing Rooms' page. On the left is a sidebar with navigation links: Home, Accommodation, Appointment, Resources, Surveys, Testing Room (selected), Calendar, and Profile. The main content area has a breadcrumb trail 'Home / Testing Room / Alternative Testing Rooms' and the title 'Alternative Testing Rooms'. Below the title is a form with three steps:

- 1. Select a Filter**
Start by applying a filter to see available options.
Course *
Test Course (Ceramics 201) [dropdown arrow]
> Add Optional Filters
Clear Filters Next Step
- 2. Select a Date**
Dates will appear once you add filters.
- 3. Select a Space**
Spaces will appear once you add filters.

At the bottom, it says 'POWERED BY ■ simplicity' and has links for 'Privacy Policy' and 'Terms of Use'.

5 If your instructor has already uploaded the associated form for your exam, an Exam field will appear. Select the exam from the dropdown menu



The screenshot shows the 'Alternative Testing Rooms' page, similar to the previous one, but with an additional 'Exam' field. The 'Exam' dropdown menu is highlighted with an orange circle, showing 'Exam 1'.

The main content area has a breadcrumb trail 'Home / Testing Room / Alternative Testing Rooms' and the title 'Alternative Testing Rooms'. Below the title is a form with three steps:

- 1. Select a Filter**
Start by applying a filter to see available options.
Course *
Test Course (Ceramics 201) [dropdown arrow]
Exam
Exam 1 [dropdown arrow]
> Add Optional Filters
Clear Filters Next Step
- 2. Select a Date**
Dates will appear once you add filters.
- 3. Select a Space**
Spaces will appear once you add filters.

At the bottom, it says 'POWERED BY ■ simplicity' and has links for 'Privacy Policy' and 'Terms of Use'.

6 If needed, click "Add Optional Filters"

The screenshot shows the 'Alternative Testing Rooms' page. On the left is a sidebar with navigation links: Home, Accommodation, Appointment, Resources, Surveys, Testing Room (selected), Calendar, and Profile. The main content area has a breadcrumb trail 'Home / Testing Room / Alternative Testing Rooms' and the title 'Alternative Testing Rooms'. Below the title is a section titled '1. Select a Filter' with the instruction 'Start by applying a filter to see available options.' It features a 'Course *' dropdown menu with 'Test Course (Ceramics 201)' selected. Below the dropdown is a button labeled '> Add Optional Filters', which is circled in orange. To the right of this button are 'Clear Filters' and 'Next Step' buttons. Below the first section are two more sections: '2. Select a Date' and '3. Select a Space', both with instructions that options will appear after filters are added. At the bottom, it says 'POWERED BY simplicity' and has links for 'Privacy Policy' and 'Terms of Use'.

7 Optional filters allow you to filter your request based on location

This screenshot shows the same 'Alternative Testing Rooms' page, but with the 'Add Optional Filters' dropdown menu open. The 'Course *' dropdown remains at 'Test Course (Ceramics 201)'. The 'Add Optional Filters' dropdown is expanded, showing a 'Building' section with a 'Choose Buildings' dropdown and a list of building options: 'Cal Poly Maritime Solano - DRC', 'Cal Poly SLO - Building 65 University Union', 'Cal Poly SLO - DRC BLDG 124' (which is highlighted and circled in orange), 'Cuesta - CSPA', and 'Hancock - LAP'. To the right of the building list is an 'Accommodations' dropdown menu. The 'Clear Filters' and 'Next Step' buttons are still visible. The '2. Select a Date' and '3. Select a Space' sections remain at the bottom.

8 You can also filter based on accommodations needed

The screenshot shows the 'Alternative Testing Rooms' page. On the left is a sidebar with navigation links: Home, Accommodation, Appointment, Resources, Surveys, Testing Room (selected), Calendar, and Profile. The main content area has a breadcrumb 'Home / Testing Room / Alternative Testing Rooms' and the title 'Alternative Testing Rooms'. Below this is a form with three sections: '1. Select a Filter', '2. Select a Date', and '3. Select a Space'. The '1. Select a Filter' section contains a 'Course *' dropdown set to 'Test Course (Ceramics 201)', an 'Add Optional Filters' link, a 'Building' dropdown, and an 'Override Course Length' section with 'Yes' and 'No' radio buttons. The 'Accommodations' dropdown is open, showing 'Choose Accommodations' and a checked option 'Alt. Test- Envi & ETT Adjustable/Accessible table'. An orange circle highlights this option. At the bottom right of the first section are 'Clear Filters' and 'Next Step' buttons.

9 The Override Course Length option allows you to change the length of your booking

This screenshot shows the same 'Alternative Testing Rooms' page as the previous one, but with the 'Override Course Length' section highlighted by an orange circle. The 'Yes' radio button is selected. The 'Accommodations' dropdown is now closed. The rest of the interface, including the sidebar, breadcrumb, and other form elements, remains the same.

10

By default, you will be booked for the length of your course plus any additional time based on your accommodation. If you know your test or quiz is not the full length of the course, you can indicate the actual length here

Home / Testing Room / Alternative Testing Rooms

Alternative Testing Rooms

1. Select a Filter
Start by applying a filter to see available options.

Course *
Test Course (Ceramics 201)

▼ Add Optional Filters

Building Length Accommodations

30

Override Course Length
Select 'yes' and then choose a length from the list above if the assessment length is different than the class length.

☒ Yes
☐ No

Clear Filters Next Step

2. Select a Date
Dates will appear once you add filters.

11

Once you have completed any desired filters, click "Next Step"

Home / Testing Room / Alternative Testing Rooms

Alternative Testing Rooms

1. Select a Filter
Start by applying a filter to see available options.

Course *
Test Course (Ceramics 201)

> Add Optional Filters

Clear Filters Next Step

2. Select a Date
Dates will appear once you add filters.

3. Select a Space
Spaces will appear once you add filters.

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12 Select the date of the exam

- Home
- Accommodation
- Appointment
- Resources
- Surveys
- Testing Room
- Calendar
- Profile

Alternative Testing Rooms

1. Select a Filter

Start by applying a filter to see available options.

Course *

Test Course (Ceramics 201)

> Add Optional Filters

Clear Filters

Next Step

2. Select a Date

Need to update the dates? Head back to step 1 filters to make changes.

August, 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
						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					

3. Select a Space

13 You will see the exam slots available sorted by location. Click on a location to expand the options

- Home
- Accommodation
- Appointment
- Resources
- Surveys
- Testing Room
- Calendar
- Profile

Test Course (Ceramics 201)

> Add Optional Filters

Clear Filters

Next Step

2. Select a Date

Need to update the dates? Head back to step 1 filters to make changes.

August, 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
						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					

3. Select a Space

Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

> Cal Poly SLO - DRC BLDG 124

680 Times Available

> Hancock - LAP

96 Times Available

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14 Select "Request" next to the time slot you are requesting

Home Accommodation Appointment Resources Surveys Testing Room Calendar Profile

16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

3. Select a Space
Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

Cal Poly SLO - DRC BLDG 124 680 Times Available

DRC BLDG 124: Check-in RM 125, Testing RM 120
7:00 am | 45 mins Request

DRC BLDG 124: Check-in RM 125, Testing RM 122 (ALN RM 141; ADJ)
7:00 am | 45 mins Request

DRC BLDG 124: Check-in RM 125, Testing RM 122 (ALN RM 142; ADJ; COMP)
7:00 am | 45 mins Request

DRC BLDG 124: Check-in RM 125, Testing RM 123 (COMP; ADJ TBL)
7:00 am | 45 mins Request

DRC SLO Overflow Waitlist
7:00 am | 45 mins Request

DRC BLDG 124: Check-in RM 125, Testina RM 120

15 If you did not filter on accommodations needed in the first step, you will see any accommodations not available in the slot you have selected

Exam *

Testing Date
August 26, 2026

Testing Time
7:00 am

Length
Completing this field will cause the page to reload. All fields will retain their values.
45

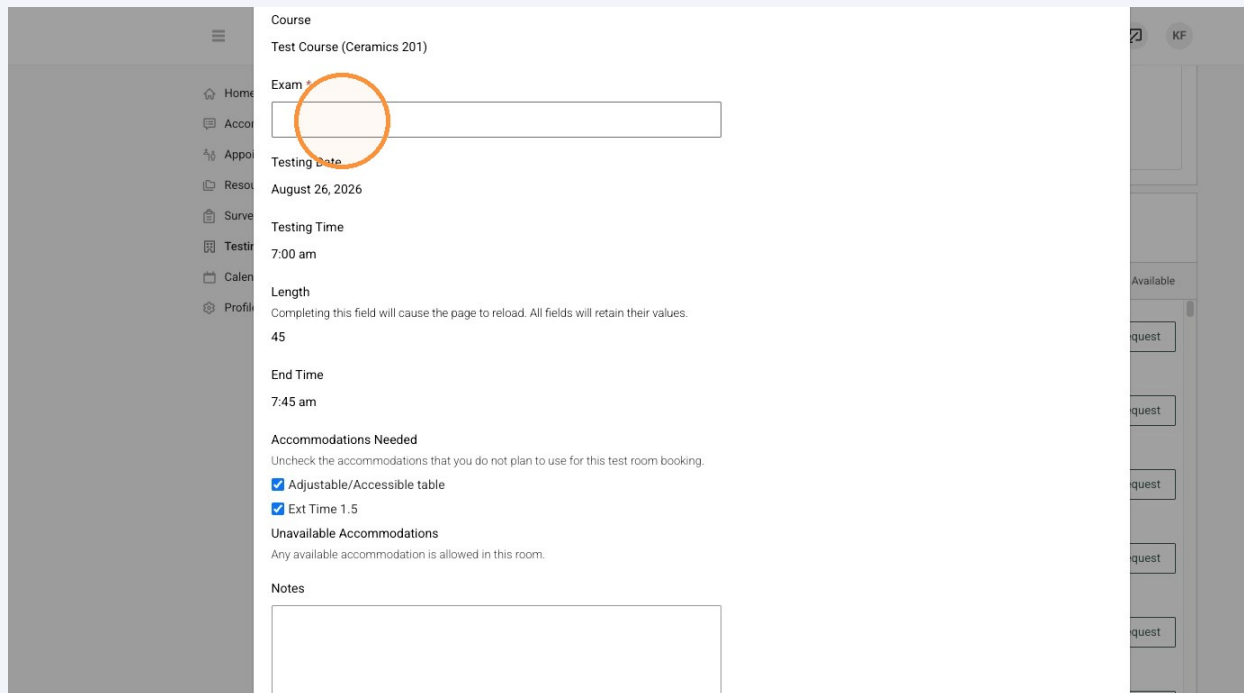
End Time
7:45 am

Accommodations Needed
Uncheck the accommodations that you do not plan to use for this test room booking.
☒ Ext Time 1.5

Unavailable Accommodations
The following accommodations are not available for the room and/or the course you selected. If you would like to use these accommodations, please choose another room.
☐ Adjustable/Accessible table

Notes

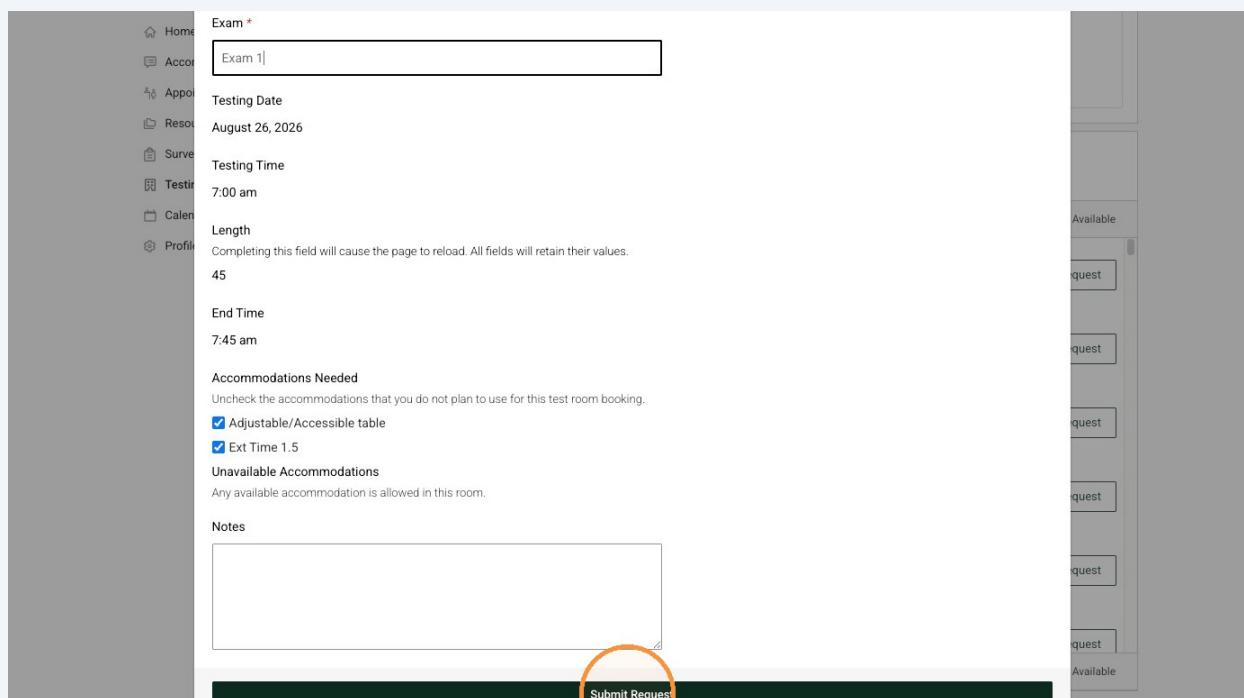
16 Enter the title of the Exam as well as any other notes



The screenshot shows a web form for booking an exam. On the left is a sidebar with navigation links: Home, Account, Appointments, Resources, Surveys, Testing, Calendar, and Profile. The main form area contains the following fields and sections:

- Course:** Test Course (Ceramics 201)
- Exam ***: A text input field with an orange circle around it.
- Testing Date:** August 26, 2026
- Testing Time:** 7:00 am
- Length:** 45. Below this is a note: "Completing this field will cause the page to reload. All fields will retain their values."
- End Time:** 7:45 am
- Accommodations Needed:** A section with the instruction "Uncheck the accommodations that you do not plan to use for this test room booking." It contains two checked checkboxes: "Adjustable/Accessible table" and "Ext Time 1.5".
- Unavailable Accommodations:** A section with the instruction "Any available accommodation is allowed in this room."
- Notes:** A large text area at the bottom.

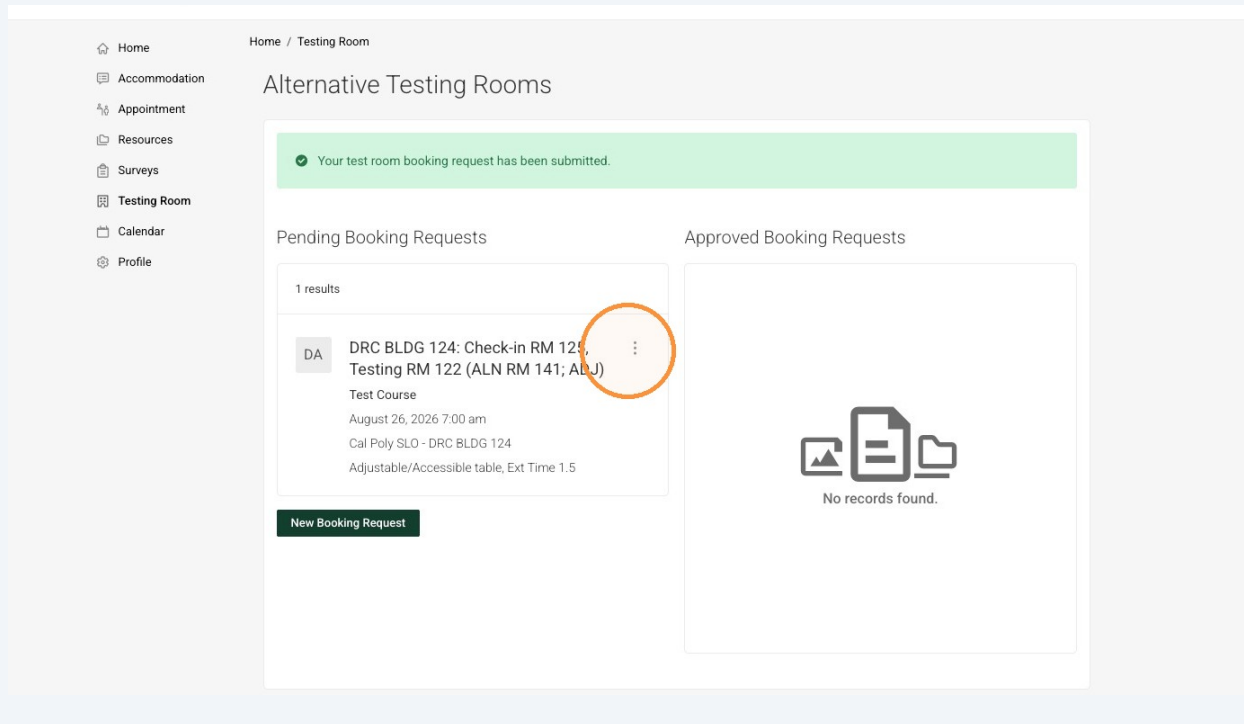
17 When you are finished, click "Submit Request"



This screenshot shows the same exam booking form as in step 16, but with the "Exam *" field now containing the text "Exam 1". At the bottom of the form, a dark green button labeled "Submit Request" is highlighted with an orange circle.

18

You will receive an email notification acknowledging your request, as well as another email once it has been approved. At any time, you can view your request in the Testing Room tab



19

If needed, select the three dot menu to Cancel a request

