



Office of Disability Services

Testing Facilities

How to Schedule an Exam in the Accommodate Portal



Please book your exams as soon as you know the test date.



We recommend using the syllabus from your classes and scheduling all your exams at the beginning of the semester. This ensures you get the exact time, date and test center you want.

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We will not schedule an exam to be taken on the same day you request it.



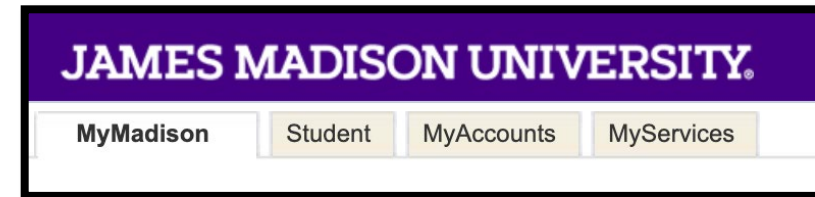
Accommodate will not allow a reservation to be made if your exam is less than 3 days away. You will need to call the ODS testing center to schedule.



How to Book An Exam

Step 1: Log into Accommodate

- Log into MyMadison.
- Click on student tab at the top of the window.
- Click on the Accommodate logo to access the student portal.



Step 2: Locate the Testing Room module

Select “Testing Room”, which is located on the menu on the lefthand side.

The screenshot displays the Accessibility Services Management System interface. On the left-hand side, a vertical menu lists several options: Home, Accommodation, Documents, Resources, Surveys, Testing Room (which is highlighted with a blue background), Calendar, and Profile. The main content area features a light blue informational banner at the top with text regarding ODS Testing Facilities, including their operating hours (8:30 AM to 4:30 PM Monday-Friday) and the requirement for professor approval. Below this banner, the 'News Feed' section is currently empty, displaying the message 'There are currently no announcements or notifications to display.' To the right of the News Feed is a 'Shortcuts' section containing two links: '> Resource Library' and '> My Activity Summary'. At the bottom of the page, the text 'Accessibility Services Management System' is on the left, and 'Privacy Policy | Terms of Use' is on the right.

Home

Accommodation

Documents

Resources

Surveys

Testing Room

Calendar

Profile

ODS Testing Facilities are open from 8:30 AM to 4:30 PM Monday-Friday. Exam reservations must be scheduled AT LEAST 3 business days prior to your testing date.

ODS must have your professor's approval for you to take an exam through our testing facilities. Your professor's approval is also needed for exam rescheduling or changes to your exam start time.

If you can not make it to your scheduled exam, please email your professor and our office at odsexam@jmu.edu as soon as possible.

Final exams will open for scheduling closer to the end of the semester. You will receive an email notification when scheduling for final exams is open.

News Feed

There are currently no announcements or notifications to display.

Shortcuts

[> Resource Library](#)

[> My Activity Summary](#)

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

Step 3: Select a class from the drop-down menu shown below, then select “Next Step”.

1. Select a Filter

Start by applying a filter to see available options.

Course (Please make sure you choose the correct course!) *

> Add Optional Filters

Clear Filters

Next Step

Step 4: Select the date you want to take your test

2. Select a Date

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

<	July, 2025					>
MON	TUE	WED	THU	FRI	SAT	SUN
	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			

Step 5: Select a testing space and time by clicking on the box that says “Request”

3. Select a Space

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

Student Success Center	21 Times Available
ODS Testing Facility SSC 8:00 am 240 mins	Request
ODS Testing Facility SSC 8:15 am 240 mins	Request
ODS Testing Facility SSC 8:30 am 240 mins	Request
ODS Testing Facility SSC 8:45 am 240 mins	Request
ODS Testing Facility SSC 9:00 am 240 mins	Request
ODS Testing Facility SSC	Request

**The Confirm
Exam Booking
Screen will
appear next**

Step 6:

Fill in the information on the Confirm Exam Booking screen

- Type in the **name of your exam** (refer to syllabus if necessary)
- **Uncheck any accommodation you do not plan to use** for this exam.
- If you do not see an accommodation you need, please **write it in the additional comments box** along with any other information you would like us to know
- **Type your name** (electronic signature) > Click submit request
- An email is sent to your professor notifying them of your request.
- **Your request will remain in “pending” until your professor approves it.**
- **You will receive a confirmation email when the reservation is approved.**