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.

**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.
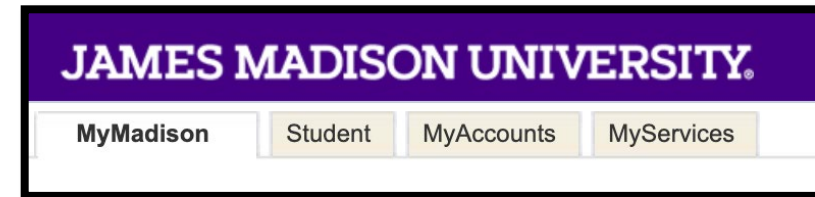
Step 2: Locate the Testing Room module

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

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"

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.**