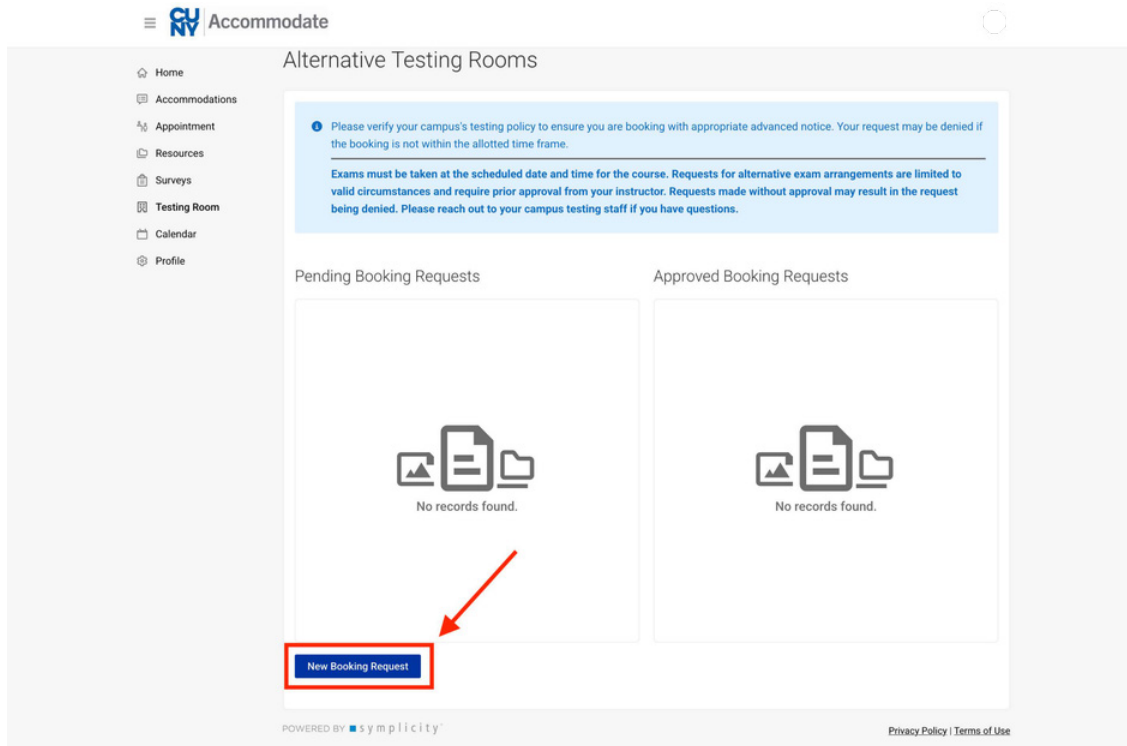


## Testing Rooms

The **Testing Room** option provides for booking an exam. **Note:** This option is only visible to students with approved testing accommodations who have submitted a semester request for the current semester.

1. Click on the **"Testing Room"** tab in the sidebar. If this tab isn't visible, this could mean that you need to complete a **Semester Request**. Otherwise contact the CSA for assistance
2. Click **"New Booking Request"**.



3. Select the course you have your exam in from the **"Course"** dropdown menu. The page will then be reloaded.  
**If your course is not there please contact the CSA via [accessibility@citytech.cuny.edu](mailto:accessibility@citytech.cuny.edu) and CC Testing Coordinator Jade Warrington - [JADE.WARRINGTON85@citytech.cuny.edu](mailto:JADE.WARRINGTON85@citytech.cuny.edu) to have your exam scheduled.**

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

Course \*

NYT01 Introductory Anthropology (ANTH\_1101\_OL10)

Final Exam

Select

Yes

No

> Add Optional Filters

Clear Filters
Next Step

- Press the **"Next Step"** button and begin by selecting the date your exam will take place.
- For **"Select a Space"** select **"City Tech L-237"** which will lead to a drop-down menu of available exam times.

3. Select a Space	
Looking for better options? Use the filters in Step 1 and 2 to narrow your search.	
> Baruch College--Vertical Campus	54 Times Available
> College Of Staten Island- 1P	42 Times Available
> City Tech- L-237	33 Times Available
> York College - Academic Core	85 Times Available
> QCC Nursing Exams NRC M334 Or H345 To Be Assigned By Faculty	98 Times Available
> New Building	54 Times Available

- From the dropdown menu, click on the **"Request"** button to the right of the space and time you selected. You will be asked to **"Confirm Exam Booking"** by reviewing the date, time, and place you selected.

Please note, the earliest students will be able to book their exam for will be 9am as that is when the office opens and the availability for the testing room. Exams starting earlier will be modified by the testing coordinator after students submit their request for 9am.

City Tech- L-237	33 Times Available
CITY TECH Center for Student Accessibility (CSA) 9:00 am   215 mins	<input type="button" value="Request"/>
CITY TECH Center for Student Accessibility (CSA) 9:05 am   215 mins	<input type="button" value="Request"/>
CITY TECH Center for Student Accessibility (CSA) 9:10 am   215 mins	<input type="button" value="Request"/>
CITY TECH Center for Student Accessibility (CSA) 9:15 am   215 mins	<input type="button" value="Request"/>
CITY TECH Center for Student Accessibility (CSA) 9:20 am   215 mins	<input type="button" value="Request"/>
CITY TECH Center for Student Accessibility (CSA)	<input type="button" value="Request"/>



7. A popup window will appear. You may write the name of the exam/quiz using the space provided next to where "Exam (e.g. exam 2, quiz 4, etc.)" appears. If applicable, use the "Alternative Date/Time Request?" section to let the CSA know that you have received permission from your professor to take the exam in question on an alternative date or at an alternative time.

Confirm Exam Booking ×

Testing Room  
CITY TECH Center for Student Accessibility (CSA)

Course  
NYT01 Introductory Anthropology (ANTH\_1101\_OL10)

Testing Date  
June 04, 2026

Testing Time  
9:00 am

Length  
Completing this field will cause the page to reload. All fields will retain their values.  
215

End Time  
12:35 pm

Exam \*  
i.e. 'Midterm 1'

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

- Alternative Format Exams
- Use of Calculator
- Testing-Less Distractive
- Additional Time Exam 1 and 0.5

Alternative Date/Time Request?  
Exams must be taken at the scheduled date and time for the course unless there is a valid reason for an alternative date/time. Requests for alternative exam arrangements require prior approval from your instructor. Requests made without approval may result in the request being denied. Please reach out to your campus testing staff if you have questions.

Is this request at the same date and time as your class? \*  
 Yes  No

Any Additional Notes for Testing Staff

8. Click "**Submit Request**" to finish submitting your exam booking request. You will then see your request listed underneath "**Pending Test Accommodation Appointment Requests**". When the request is approved, you will see it listed underneath "**Approved Test Accommodation Appointment Requests**".