

### Accessing Accommodate

Go to <https://conestogac-accommodate.symlicity.com> (listed on the IT Homepage), select "**Student**" and log in using your Conestoga College credentials.

### Scheduling Tests

Prior to requesting a testing appointment, please ensure your semester request has been submitted and approved by Accessible Services, and all your testing accommodations are in place.

It is your responsibility to keep track of your test dates and request appointments with the Test Centre. Testing appointments must be requested at least **7 days (14 days for midterms and finals)** in advance of the test date. If a test is not listed as available to book, students should contact their faculty to request they add the test to Accommodate and notify your campus Test Centre.

1. On the left-hand menu, click "**Test Centre**". Here you will see all submitted appointment requests.
2. Click "**New Booking Request**".
3. Select the "**Course**" and the "**Exam**" you would like to request an appointment for.
4. Ensure the "**Date Range**" includes when your test will be taking place.
  - Reminder: All your approved accommodations will be automatically selected. If you do not want to use an accommodation for that appointment, you can deselect it by clicking on the "**X**".
5. Click on "**Check Availability**" and then select your *home campus* (list of campuses will appear on the right). If your home campus is not listed, click on "**See more**" to expand the list of campuses.
6. Review the test request and add notes to your booking if needed. Click on "**Submit Request**" to continue. You will be taken back to the Test Centre screen, where the request will be under pending.

### Writing Your Test at the Test Centre

- **Arrive 15 minutes before the test time and bring photo ID.**
- If you arrive late, the scheduled end time remains the same. **You will not be allowed to write your test if you arrive more than 30 minutes late.**
- Tests are monitored by cameras and staff.
- Bring only what is required for the test. Personal belongings such as smart devices, backpacks, jackets, hats, etc. are not allowed in the test room. Locker/storage area will be available for you to store your items if required.
- You will be required to sign in and out for washroom breaks. This time will count towards your allotted test time.
- If faculty requested students to be sequestered, you may be asked to remain in the Test Centre up to 30 minutes after the scheduled class test begins.
- If you have any questions during the test for your faculty, Test Centre staff will attempt to contact them. If Test Centre staff are unable to reach your faculty, a note will be made on the test for your faculty to review.
- Any materials brought into the testing room are subject to inspection by Test Centre staff.
- In the event of a breach of academic integrity, Test Centre staff will notify your faculty and the [academic integrity policy](#) will be implemented.

### Contact Us

Campus	Location	Email
Brantford	Room 121	<a href="mailto:BrantfordTesting@conestogac.on.ca">BrantfordTesting@conestogac.on.ca</a>
Cambridge	Room 2219	<a href="mailto:CambridgeTesting@conestogac.on.ca">CambridgeTesting@conestogac.on.ca</a>
Doon	Room 2A509	<a href="mailto:DoonTesting@conestogac.on.ca">DoonTesting@conestogac.on.ca</a>
Guelph	Room A7	<a href="mailto:GuelphTesting@conestogac.on.ca">GuelphTesting@conestogac.on.ca</a>
Kitchener (DTK)	Room 062 (lower)	<a href="mailto:KitchenerTesting@conestogac.on.ca">KitchenerTesting@conestogac.on.ca</a>
Reuter	Room 1020	<a href="mailto:ReuterTesting@conestogac.on.ca">ReuterTesting@conestogac.on.ca</a>
Waterloo	Room 2A32	<a href="mailto:WaterlooTesting@conestogac.on.ca">WaterlooTesting@conestogac.on.ca</a>
General Inquiries	N/A	<a href="mailto:TestingServices@conestogac.on.ca">TestingServices@conestogac.on.ca</a>