Booking Final Exams – **Deadline to book is Friday 3/11 at 12 PM!**

Contact [OAR@carleton.edu](mailto:OAR@carleton.edu) if you need assistance.

*Final Exams with accommodations will be administered in **Upper Sayles**.

*If your exam is self-scheduled, you still need to book an appointment* so we know when to expect you. This is to ensure that we have adequate space and materials.

*If your exam is not self-scheduled*, pick the time slot that most closely aligns with the time that the rest of your class is taking the exam.

*Requests submitted after the deadline will **only** be approved pending availability of space. If you book after the deadline, you may not be able to test at your preferred time.

**Booking Instructions in Accommodate:**

1. Log in to Accommodate and click on the Testing Room tab on the left-hand side of the page.
2. Select the course that you are booking your exam for. If your course has multiple sections in Accommodate based on the day of the week, you can select any of them for the purposes of booking your final.
3. Adjust the date range so that it includes the dates of finals (11/22/2021-11/24/2021). See Image 1 for reference.
5. Under “Building”, select “Sayles-Hill (Finals only)”. See image 2 for reference.
6. Scroll down and select “Check Availability”.
7. Available appointment slots will appear in the right-hand column (Image 4). You may need to expand/collapse the different days of the exam period to see all available options.
   a. Available exam times:
      i. Monday 3/14: 8 AM*, 12 PM*, 4 PM start times
      ii. Tuesday 3/15: 8 AM*, 12 PM*, 4 PM start times
      iii. Wednesday 3/16: 8 AM*, 12 PM start times
         *Students with 2x extended time can book in these slots.
8. Proceed with booking your exam, submit request, and OAR will take it from there.
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**Image 1: Date Range**

**Image 2: Selecting Final Exam & Building for Finals**
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**Image 3: Check Availability button**

**Image 4: Viewing available appointment slots**