

# ACCOMMODATED TEST BOOKING


1

Log on to your MyWeingartenCenter portal.

On the left-hand side of the screen, you will see a list of options.

Select "Testing Room."

2

Home  
Accommodation  
Appointment  
Documents  
Note-Taker Network  
Surveys  
Events  
**Testing Room**   
Profile

3

Select  
"New Booking Request."

4

**Course:** Select course from dropdown bar.  
**Date Range:** Narrow the date range to the exact date of test, (for example: 2023-02-01 to 2023-02-01).  
**Time Range:** Leave blank.  
**Final exam:** Leave blank.  
**Override Course Length:** Select "Yes" only if the test length is different from the class period length.  
**Length:** Select time length of the test *without* accommodations (in minutes).  
**Building:** Select DRL for weekly Math tests. Leave blank for any other course.  
**Room(s):** Select the "+" button.  
**Days of the Week:** Leave all boxes blank.

5

Select  
"Check Availability."

6

Choose an available slot for the time you plan to start your accommodated test.

## Testing Center Information

**Location:**

BioTech Commons, 3610 Hamilton Walk  
\*weekly Friday Math quizzes: DRL 2C8

**Testing Hours:**

Monday - Thursday: 8:30am - 7:00pm  
Friday: 8:30am - 5:00pm

- Students must schedule at least one week in advance (to the minute) through **MyWeingartenCenter portal**.
- An accommodated test must overlap the time of class testing. (Professors must provide written approval to Disability Services for alternative time.)
- Do not miss one class to receive extended time for another. Instead, try for an alternative time to fit your schedule better.
- If your quiz takes only a section of your class time, reach out to your professor so you do not miss additional instruction.

### Having problems scheduling?

- Make sure you complete a Semester Request for the course.
- Try clicking "Override" to expand your options.
- Contact Disability Services.

### Questions? Ask a GA!

Walk-in: **Monday-Friday, 10am-4pm.**

Call: **(267) 788-0030**

Email: **disabilityservices@vpul.upenn.edu**