

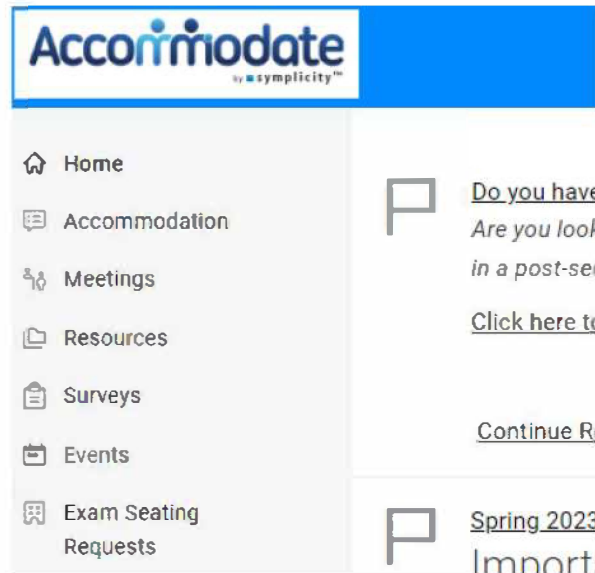


# **Access and Inclusion Services Student Guide:**

## ***Submitting Seating Requests - Simplified***

# Part 1: Set Filters

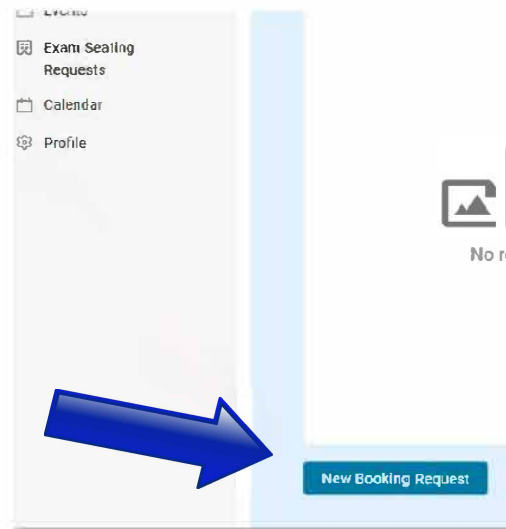
Step 1: Log into [Accommodate](#):



Step 2: Click Exam Seating Request.



Step 3: Click the **New Booking Requests** button.



4. Step 4: Choose the course from the drop down

\*\*\*P.S. be careful of Lab/Tutorial sections!

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

Course \*

  
> Click Here (Required)

Clear Filters **Next Step**

# STOP

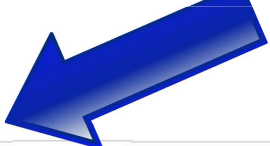
# Does your exam appear in this drop-down?

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

Course \* Exam

History of Pez Dispensers (HIST 30000) [v] [v]

> Click Here (Required) Clear Filters Next Step



**YES:** Skip to Part 2 after selecting it

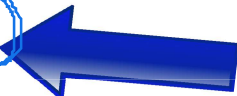
**NO:** Select the drop-down "Click Here (Required)"

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

Course \* Exam

History of Pez Dispensers (HIST 30000) [v] Fake Midterm 1 [v]

> Click Here (Required) Clear Filters Next Step



## Step 5: Select "Override Course Length: Yes"

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

Course \* Exam


History of Pez Dispensers (HIST 30000) [v] [v]

> Click Here (Required)

Building (LEAVE BLANK) Accommodations

[v] Testing Accommodations/Test Room with Technology

**Override Course Length**  
Select 'yes' and then choose a length from the list above if the assessment length is different than the class length.

Yes 

No

Clear Filters Next Step

## Step 6: Choose the standard length of the exam (how long is the class writing?)

\*\*\*note: this drop-down will pop up above on mobile

Course \*  
History of Pez Dispensers (HIST 30000)

Exam

Click Here (Required)

Building (LEAVE BLANK)  
\*\*\*leave this blank

How long (without accommodated time) does the class get to write exam? Enter in MINUTES (80 minutes = 1 hour and 20 minutes)

Choose Length (in minutes)

- 10
- 15
- 20
- 23
- 25
- 30
- 35
- 38
- 40

120 min = 2 hours  
180 min = 3 hours

Clear Filters Next Step

## Step 7: Click Next Step

# Part 2: Choose the date

## Step 1: Select your exam date from the calendar

\*\*\*note: email [examsais@mtroyal.ca](mailto:examsais@mtroyal.ca) right away if you cannot select the date

2. Select a Date

Need to update the dates? Head back to step 1 filters to make changes.

< September, 2025 >

MON	TUE	WED	THU	FRI	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					

# Part 3: Choose the time

Step 1: Scroll down and select "Y201"


Step 2: Choose a time that overlaps with the time your class is writing

\*\*All rooms shown will meet your accommodation requirements.

**3. Select a Space**  
Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

Y201 14 Times Available

- \*Y201 Room 2: Technology (F, closes 4:30)  
9:00 am | 45 mins Request
- \*Y201 Room 3 Technology (F, closes 4:30)  
9:00 am | 45 mins Request
- \*Y201 Room 2: Technology (F, closes 4:30)  
10:00 am | 45 mins Request



\*\*\*There should only be one number next to each time. If you see multiple, go back to Part 1

# Part 4: Confirm Details

Step 1: Review the details in the pop-up. If anything looks incorrect, return to Part 1

Confirm Exam Booking

If you have any trouble with submitting your request please contact [examsais@mtroyal.ca](mailto:examsais@mtroyal.ca)

Course  
Not a Real Course (NARC1000-001)

Accommodated Exam Length (minutes)  
This is how long you'll have to write this exam:  
180

Exam Room Selected  
\*Y201 Room 3 Technology (M-R, closes 9:00)

Testing Date Selected  
Mar 16, 2026

Testing Time Selected  
1:00 PM


Exam Name \*  
Example: Quiz 1, Midterm 1, Midterm 2, In Class Essay

## Step 2: Fill in the details of the in-class exam

Testing Time Selected  
1:00 PM

Exam Name \*  
Example: Quiz 1, Midterm 1, Midterm 2, In Class Essay

In-class Exam Date \*  
Select the calendar image to choose date



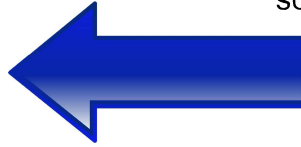
< Feb 2026 >

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	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	1
2	3	4	5	6	7	8

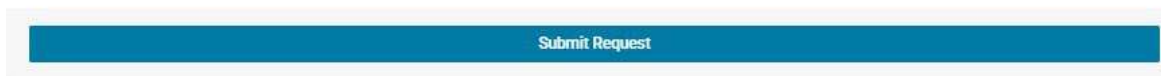
necessarily the start of the class. For example, if  
an exam is starting at 10am, enter **10:00**.

necessarily the end of the class. For example, if  
an exam is from 10:00 to 10:30am, enter **10:30**

\*\*\*Select the date by clicking the calendar icon. You may need to scroll to the bottom of your screen



## Step 3: Hit Submit Request. You will be redirected back to the main page



## Step 4: Check your email; you should receive an email confirming that your seating request is pending

### Frequently Asked Questions

#### Who do I contact if there are questions or concerns about my accommodations?

Please contact your Access Advisor as soon as possible.

#### How do I cancel my seating request?

Click the three dots on the top-right corner of the seating request

#### What do I do if I made a mistake submitting?

Please email [examsais@mtroyal.ca](mailto:examsais@mtroyal.ca) as soon as possible

#### Who do I contact if I have questions, problems, or concerns with submitting accommodated exam requests?

Please contact the Exam Team by emailing [examsAIS@mtroyal.ca](mailto:examsAIS@mtroyal.ca)