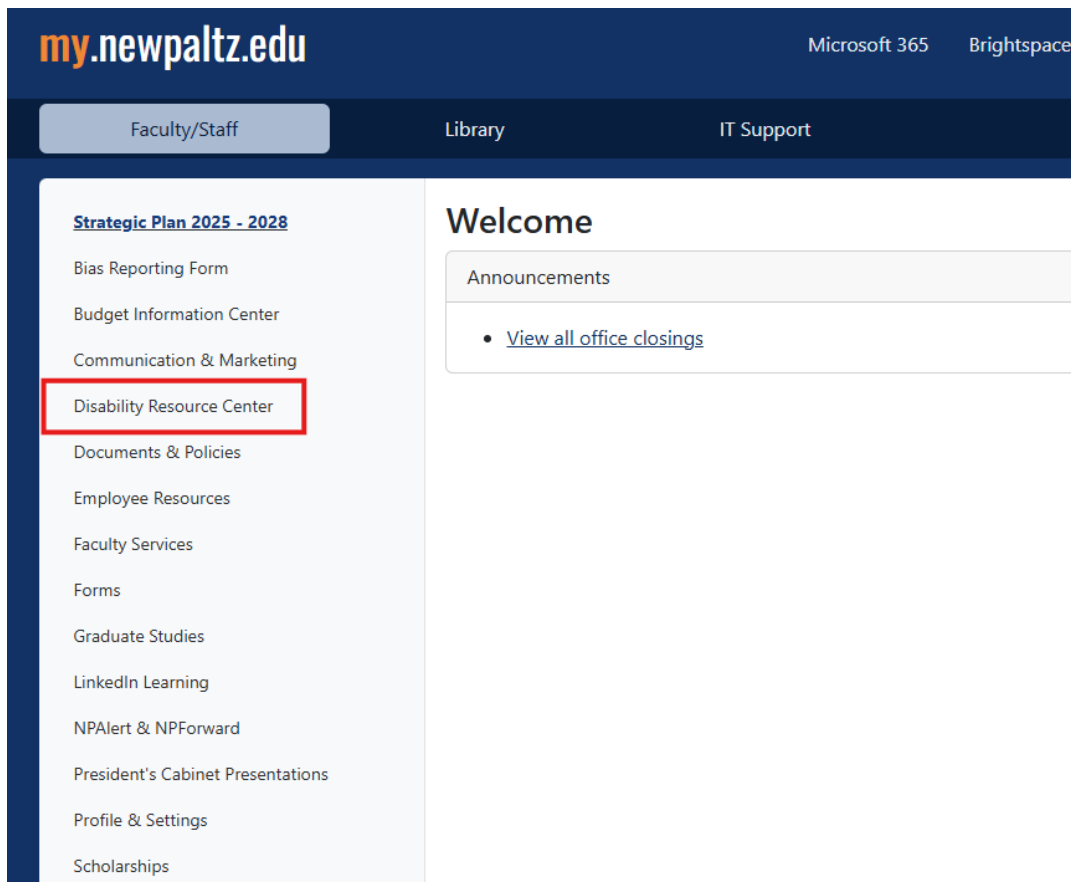
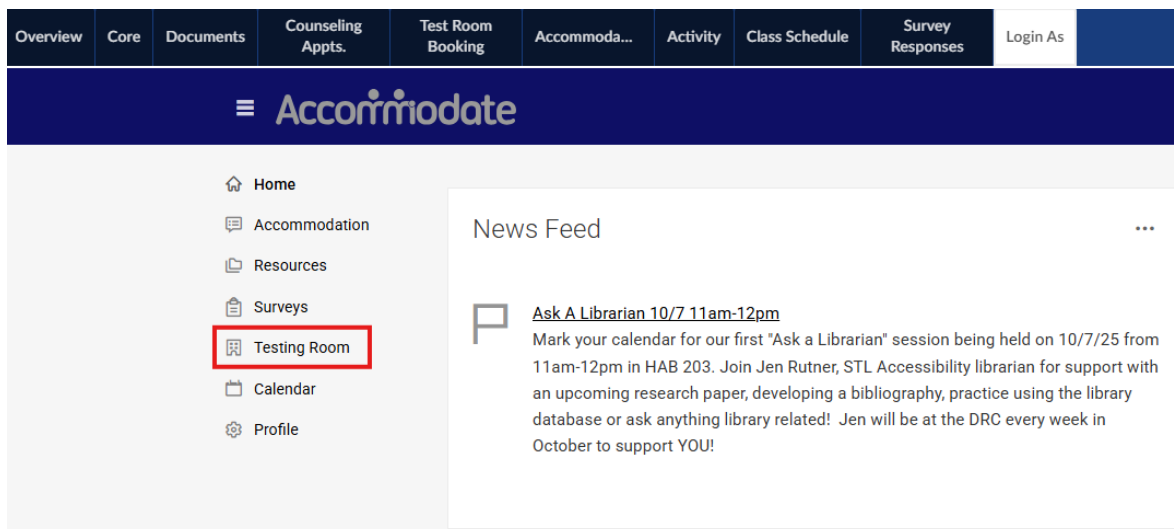


Instructions for scheduling an exam with the DRC

1. Go to my.newpaltz.edu and log in using your New Paltz credentials.
2. Under “Resources,” click on “Disability Resource Center” to go into Accommodate.



3. Click on “Testing Room” on the left hand side of the screen.



4. Click “New Booking Request” at the bottom of the screen.

Home / Testing Room

Alternative Testing Rooms

ALL EXAMS NEED TO BE SUBMITTED IN ACCOMMODATE AT LEAST 72 HOURS PRIOR TO TAKING THE EXAM. If you have any difficulties signing up for an exam you have, please email drc@newpaltz.edu with the following information: Date and time of exam | Course code and section (e.g. - ENG160-08) | Instructor's first and last name | Exam name (e.g. - quiz 3, midterm, test 2, final etc.) | Accommodations you are looking to utilize for the exam |

Pending Booking Requests

Approved Booking Requests

No records found.

No records found.

New Booking Request

5. Choose the course. Click “Next Step.” Then, click the date of the exam by navigating through the calendar.

Home / Testing Room / Alternative Testing Rooms

Alternative Testing Rooms

1. Select a Filter

Start by applying a filter to see available options.

Course *

Comp I (ENG 160-08)

> Add Optional Filters

Clear Filters

Next Step

2. Select a Date

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

<

October, 2025

>

MON	TUE	WED	THU	FRI	SAT	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	31		

7. Select the time of your exam. Click “Request.”

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

▼ Haggerty Administration Building 34 Times Available

DRC 8:30 am 113 mins	Request
DRC 8:45 am 113 mins	Request
DRC 9:00 am 113 mins	Request
DRC 9:15 am 113 mins	Request
DRC 9:30 am 113 mins	Request
DRC	Request

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

8. Enter Course Section.

9. Enter Instructor’s Name.

10. Enter what type of exam you would like to take.

Alternative Testing Room

Course

Comp I (ENG 160-08)

Course Section *

Enter course section in the format -## where ## is a two-digit course section number, e.g. -02. (found on your syllabus, my.newpaltz.edu, etc.)

-08

Instructor Name *

First and Last name

John Smith

What Exam are you Taking? *

Name of the exam, i.e. Quiz 2, Test 1, Midterm, Final, etc.

Exam 2

Exam Test Date

October 24, 2025

11. Answer the two Multiple Choice Questions.

12. Choose the accommodations you would like to use for the exam.

13. Add any additional notes.

14. Click “Submit Request.”

Length

The length of the exam in minutes as it will be given in class (e.g. 30, 60, 75, etc. We will configure your accommodated time accordingly)

113

Is your class taking the test at the same requested day and time? *

☒ Yes ☐ No

Is this exam being administered online (e.g. via Brightspace or another learning platform)?

☐ Yes ☒ No

Accommodations Needed *

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

- ☒ Time and a half
- ☒ Use of basic calculator
- ☒ Use of computer for written exams
- ☒ Separate Testing Location

Notes

Testing Room

DRC

Submit Request