



How to Schedule a Test with Disability Services

Students approved for reduced-distraction testing accommodation may request alternative testing arrangements through the [NWCC Accommodate](#) platform.

Please follow the step-by-step instructions below to schedule a test through Accommodate.

Step 1: Access the Test Room Booking Section

After logging into [NWCC Accommodate](#), select the **Test Room Booking** tab.

Step 2: Complete Required Testing Information

Complete the required fields marked with a red asterisk (*).

Under **Testing Room**, select the appropriate testing location from the dropdown menu.

Students should schedule exams the same date and time as the class exam unless alternative arrangements have been approved.

Step 3: Select the Course and Exam

Under **Course**, search for and select the appropriate course.

Under **Exam**, select the appropriate exam from the dropdown menu.

If the exam is not listed, please contact Disability Services for assistance.

Step 5: Submit the Testing Request

After reviewing all the information, select **Submit**.

Once submitted, your testing request will be reviewed by the Disability Services staff.

IMPORTANT REMINDERS

- All testing appointments must be scheduled through the [NWCC Accommodate](#) platform at least two (2) business days in advance.
- Students are responsible for communicating with their instructors regarding exam dates and confirm their intent to test through the Disability Services Testing Center.
- Testing space is limited, and appointments are scheduled based on availability.
- Students must arrive on time for their scheduled exam. Late arrivals may result in reduced testing time, or the need to reschedule, depending on availability.
- Repeated late scheduling, cancellations, missed appointments, or same-day changes may result in testing being deferred to the instructor.
- When capacity is reached or scheduling conflicts occur, Disability Services will coordinate with the instructor to identify alternative arrangements when possible.
- Disability Services reserves the right to deny or reschedule appointments that do not meet required notice expectations or conflict with capacity limitations.