

For in-person exams, students have the option of taking exams at the Accessibility Center. The Accessibility Center has a dedicated testing room that is distraction reduced, and not accessible to students unless they are taking an approved exam. Students are only allowed to bring materials that the instructor allows into the testing room.

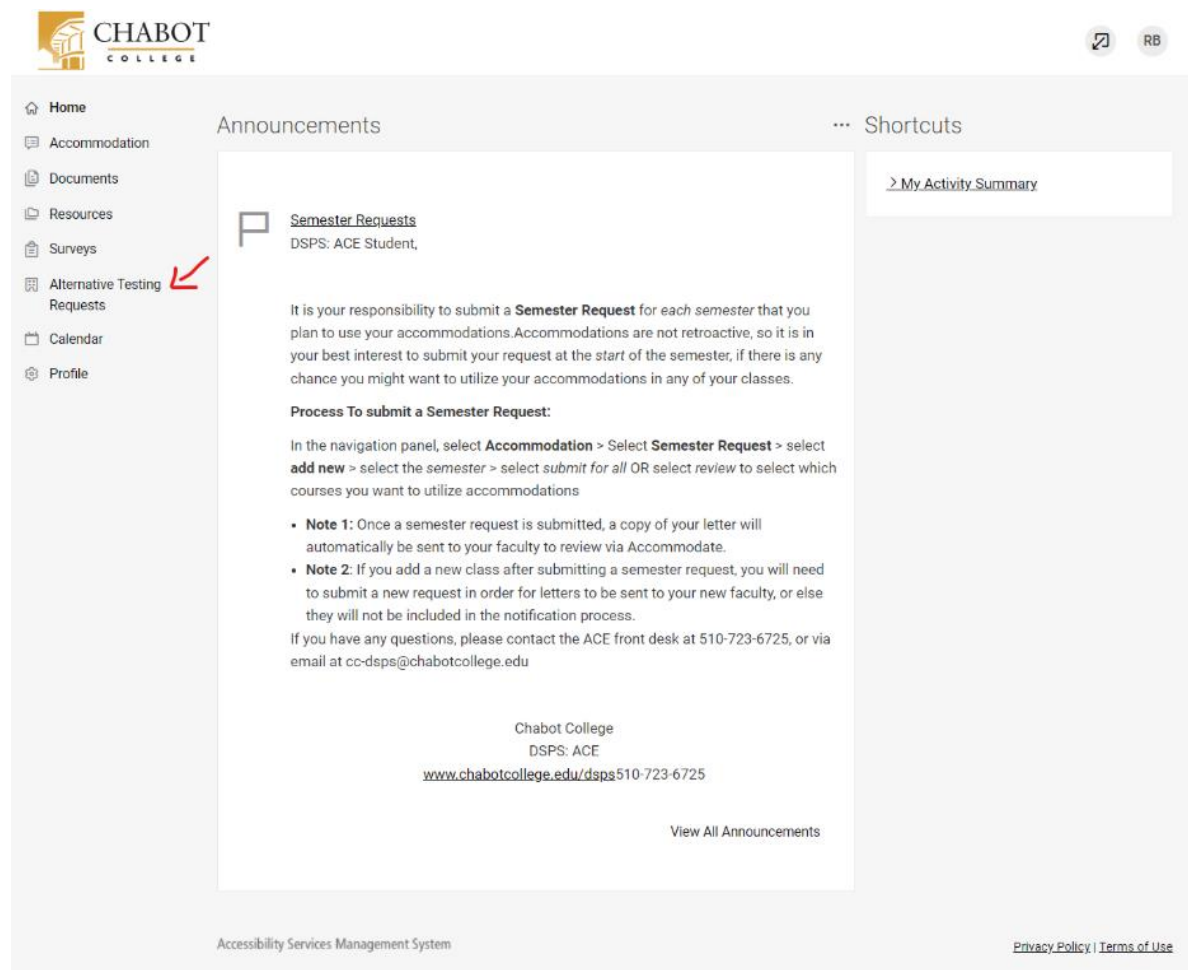
For evening or weekend classes, students must schedule the exam within Accessibility Center hours, or coordinate with their instructor to have their instructor administer the exam with accommodations in the classroom or other valid location.

Testing Requests must be submitted at least one full week before the exam date. The system will not give you the option to submit a request

To submit an alternative testing request:

Go to <https://chabotcollege-accommodate.symplicity.com/> and log in using your MyPortal information

Click **Alternative Testing Requests**



The screenshot displays the Chabot College Accommodate Symplicity portal. The left sidebar contains a navigation menu with the following items: Home, Accommodation, Documents, Resources, Surveys, Alternative Testing Requests (highlighted with a red arrow), Calendar, and Profile. The main content area is titled 'Announcements' and features a section for 'Semester Requests' by DSPS: ACE Student. The text explains the responsibility of submitting a Semester Request and provides instructions on how to submit one. It includes two notes: Note 1 states that a copy of the request letter will be sent to faculty for review, and Note 2 states that a new request must be submitted for new classes. Contact information for the ACE front desk is provided at the bottom of the announcement. A 'View All Announcements' link is also present. The top right corner of the portal shows a user profile icon and the initials 'RB'. The bottom of the page includes the text 'Accessibility Services Management System' and links to 'Privacy Policy' and 'Terms of Use'.

CHABOT COLLEGE

Home Accommodation Documents Resources Surveys Alternative Testing Requests Calendar Profile

Announcements

Shortcuts

> My Activity Summary

Semester Requests
DSPS: ACE Student,

It is your responsibility to submit a **Semester Request** for each semester that you plan to use your accommodations. Accommodations are not retroactive, so it is in your best interest to submit your request at the *start* of the semester, if there is any chance you might want to utilize your accommodations in any of your classes.

Process To submit a Semester Request:

In the navigation panel, select **Accommodation** > Select **Semester Request** > select **add new** > select the semester > select *submit for all* OR select *review* to select which courses you want to utilize accommodations

- **Note 1:** Once a semester request is submitted, a copy of your letter will automatically be sent to your faculty to review via Accommodate.
- **Note 2:** If you add a new class after submitting a semester request, you will need to submit a new request in order for letters to be sent to your new faculty, or else they will not be included in the notification process.

If you have any questions, please contact the ACE front desk at 510-723-6725, or via email at cc-dspe@chabotcollege.edu

Chabot College
DSPS: ACE
www.chabotcollege.edu/dspe 510-723-6725

View All Announcements

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

If you do not see the Alternative Testing Request option, you must submit a Semester Request. Please see the appropriate guide for Semester Requests

Click **New Testing Request**





 Home

 Accommodation

 Documents

 Resources

 Surveys

 **Alternative Testing Requests**

 Calendar

 Profile

Home / Test Room Booking

Alternative Testing Request

Pending Booking Requests



No records found.

Approved Booking Requests



No records found.

New Testing Request



Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

Select the class from the dropdown menu.

Home / Testing Room / Alternative Testing Request

Alternative Testing Request

1. Select a Filter

Start by applying a filter to see available options.

Course *

Course is required

Select a Course

Advanced Underwater Basket Weaving (TEST-AUBW)

Technical Technicalities (RR-Test-Night)

Clear Filters

Next Step

2. Select a Date

Dates will appear once you add filters.

3. Select a Space

Spaces will appear once you add filters.

Click **Next Step**

Select the date of your exam.

Home / Testing Room / Alternative Testing Request

Alternative Testing Request

1. Select a Filter

Start by applying a filter to see available options.

Course *

Advanced Underwater Basket Weaving (TEST-AUBW)

> 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.

September, 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					

3. Select a Space

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

> 100 Building

1 Time Available

Click the “100 Building” option to expand the time options.

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

> 100 Building

1 Time Available

Click the “Request” button. Please note the system sets the default time for the exam at the at the class start time. If you need to select a different time, **Non-standard testing time process** below.

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

▼ 100 Building

1 Time Available

Testing Lab
12:00 pm | 113 mins

Request

If your class is outside ACE operating hours, please consult with your instructor to schedule the exam during a time the Accessibility Center is open and use the **Non-standard testing time process below**.

If your exam date is not available, or if you see a message that says, "**There are no available dates for the chosen filters.**" use the **Non-standard testing time process below**.

2. Select a Date



There are no available dates for the chosen filters.

If you will be taking the exam at the Accessibility Center at same time as the start of your class, select “No” for the question “Do you have a conflict with this date/time?”

Confirm Exam Booking



* indicates a required field

Do you have a conflict with this date/time? *

☒ Yes ☐ No

Testing Room *

Testing Lab

Course *

Expert Rock Skipping (Test-ERS)

Testing Date *

September 18, 2024

Testing Time *

9:00 am

Length *

Completing this field will cause the page to reload. All fields will retain their values.

113

If you have any specific requests, please enter them in “Notes”.

When finished click “Submit Request”.

Confirm Exam Booking



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

☒ Extended Time (1.5x)

Unavailable Accommodations

Any available accommodation is allowed in this room.

Notes

Submit Request

A DSPS staff member will review your request and upon approval will contact your instructor to confirm the details and coordinate the exam.

On the exam day, please arrive on time. If you arrive more than 15 after the scheduled start time, we may not be able to administer the exam

Non-standard testing time

Sometimes, you may not be able to select the appropriate date or time for your exam. This may occur if you are taking a quiz at the end of the class session, if you have back-to-back classes, night or evening classes, or any other academic reason. In these cases, click “**Add Optional Filters**”

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

Course *

Technical Technicalities (RR-Test-Night) ▼

> Add Optional Filters

Clear Filters

Next Step

Select “Yes” for non-standard testing time.

Alternative Testing Request

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

Course *

Technical Technicalities (RR-Test-Night) ▼

▼ Add Optional Filters

Building

▼

Non-standard test time (finals / evening classes / etc.)
Select “yes” if you are scheduling a final exam.

☒ Yes
☐ No

Clear Filters

Next Step