

## Office of Accessibility, Resources, and Services (OARS)



### How to Submit a Proctoring Request

#### Student Guide

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Students with an approved **alternate testing accommodation** may request to take exams, quizzes, and tests in a low-volume, distraction-reduced environment through the Office of Accessibility, Resources, and Services (OARS).

#### Proctoring Location & Availability

- **Location:** Arrendale Library, Room 224
- **Days:** Wednesdays and Thursdays
- **Start Times Available:** Between 8:00 AM and 2:00 PM
- **Final Exam Week:** Extended proctoring support is available

Please note that space is limited and appointments are scheduled on a first-come, first-served basis.

#### Request Deadline

All proctoring requests must be submitted **at least 72 hours (3 business days) in advance** of the exam date. Requests submitted after this deadline may not be accommodated.

Piedmont University uses **Accommodate**, an online platform that allows students to:

- View and access their approved accommodation memos
- Submit semester accommodation renewal requests
- Request exam proctoring using approved testing accommodations
- Review previously submitted documentation and related materials

Accommodate uses a single sign-on system; students log in using their Piedmont University email address and password.

**Accommodate Student Login Link:**

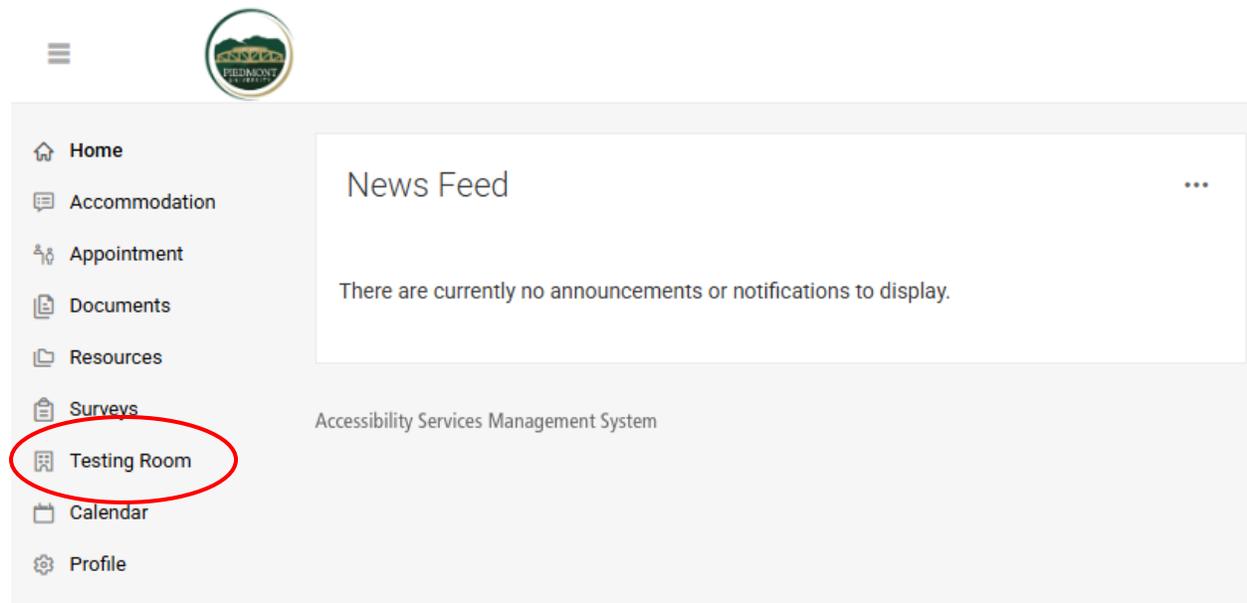
<https://piedmont-accommodate.symplicity.com/students>

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**Step-by-step instructions**

**Step 1:**

Log in using the link above. Once the dashboard loads, locate the menu on the left side of the screen. Click **“Testing Room.”**



**Step 2:**

This screen displays your pending proctoring requests and your acknowledged (approved and scheduled) requests.

To submit a new request, click **“New Booking Request.”**

Home / Testing Room

## Alternative Testing Rooms

Submitted Booking Requests

Acknowledged Booking Requests

9 results

OP OARS Proctored  
Adult Health Care I (NURS-3330-DEM01)  
April 08, 2026 8:00 am  
Arrendale Library-OARS Proctored na  
Testing: Alternate Location, Testing: Extended Time for Testing (2.0)

OP OARS Proctored  
Nursing of Mental Health Cond. (NURS-4425-DEM01)  
March 26, 2026 8:00 am  
Arrendale Library-OARS Proctored na  
Testing: Alternate Location, Testing: Extended Time for Testing (2.0)

No records found.

New Booking Request

### Step 3:

In the first section, use the “**Course**” drop-down menu to select the course for which you are requesting proctoring.

In the second section, select the **date** you plan to take your exam.

In the third section, choose your preferred **testing location**. Available locations may vary depending on the date selected. Typically, options include:

- **Athens Campus – Main Floor**
- **Arrendale Library – OARS Proctored**
- **Faculty Proctored**

**Note:** If you select **Faculty Proctored**, you may submit your preferred testing date; however, you are responsible for coordinating the specific exam date and time directly with your professor.

Click “**Request**” next to the time you would like to start your exam.

Home / Testing Room / Alternative Testing Rooms

## Alternative Testing Rooms

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

Course \*

> Add Optional Filters

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.

## Space Options

### 3. Select a Space

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

- > **Arrendale Library-OARS Proctored**
- > **Athens Campus - Main Floor**
- > **Faculty Proctored**

### Step 4:

Confirm your exam booking by entering the name of the exam (for example, **Exam 1**).

In the **Length** section, enter the total testing time, **including your approved extended-time accommodation** (e.g., time-and-a-half or double time).

Finally, indicate whether your exam will be proctored by your **professor** or by the **OARS Office**.

## Confirm Exam Booking



### Testing Room

OARS Proctored

### Course

Adult Health Care I (NURS-3330-DEM01) (NURS-3330-DEM01)

### Exam \*

### Testing Date

February 26, 2026

### Testing Time

10:00 am

### Length \*

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

### End Time

10:00 am

### Will this exam be proctored by your instructor? \*

OARS office only proctors exams on Wednesdays and Thursdays.

Yes  No

### Accommodations Needed

This room does not have any of the accommodations that you requested.

### Notes

[Submit Request](#)

You have successfully submitted your proctoring request. The OARS Office will be notified and will review your submission.

Once approved, your professor will receive a notification to acknowledge the exam date, confirm the exam length, and provide OARS with any necessary instructions or materials for proctoring.

**Reminder:** If you selected **Faculty Proctored**, OARS will acknowledge the request; however, you are responsible for coordinating the specific exam date and time directly with your professor.