How-to Guide for Scheduling Exams with SAS

Step 1: Log in to your SAS Accommodate page

https://yale-accommodate.symplicity.com/

Step 2: Select Test Booking from the left-hand side

Step 3: Select “Add New Booking” from the bottom of the page

Step 4: Select the class that you want to request an exam for
Step 5: Select the date range for your exam request

For example, if your exam is on Feb 22, you would select any range of dates that includes Feb 22nd.

*Exams should be taken on the same date as the class.

Step 6: Select the time * for the exam.

*Exams should be taken at the same time as the class unless accommodations overlap with a different class.

Step 7: Indicate whether the exam is intended to originally take the entire class period

Step 8: Select the Accommodations you would like to use for the exam

**You can ignore the “Rooms” and “Days of the Week” as they will show your class periods if unselected**

Step 9: Select “Check Availability”

Step 10: Click the “Testing Appointment” for the day of the exam

**It will only show days 7 or more days in advance. If you have an exam before that please email sasexams@yale.edu**
Step 11: After you select the time, it will ask you to confirm your booking. Look over everything and then confirm.

In case of any difficulties/ questions please contact SAS Exams