

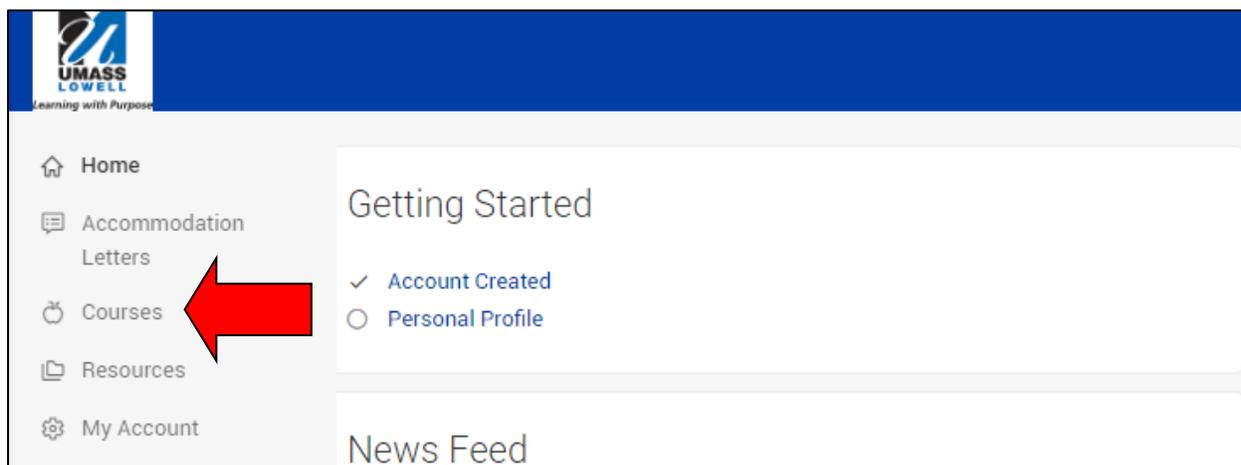
Instructions for Faculty to Approve Accommodated Exam Requests for the Testing Centers

7 Easy Steps to Approving Exam Accommodations

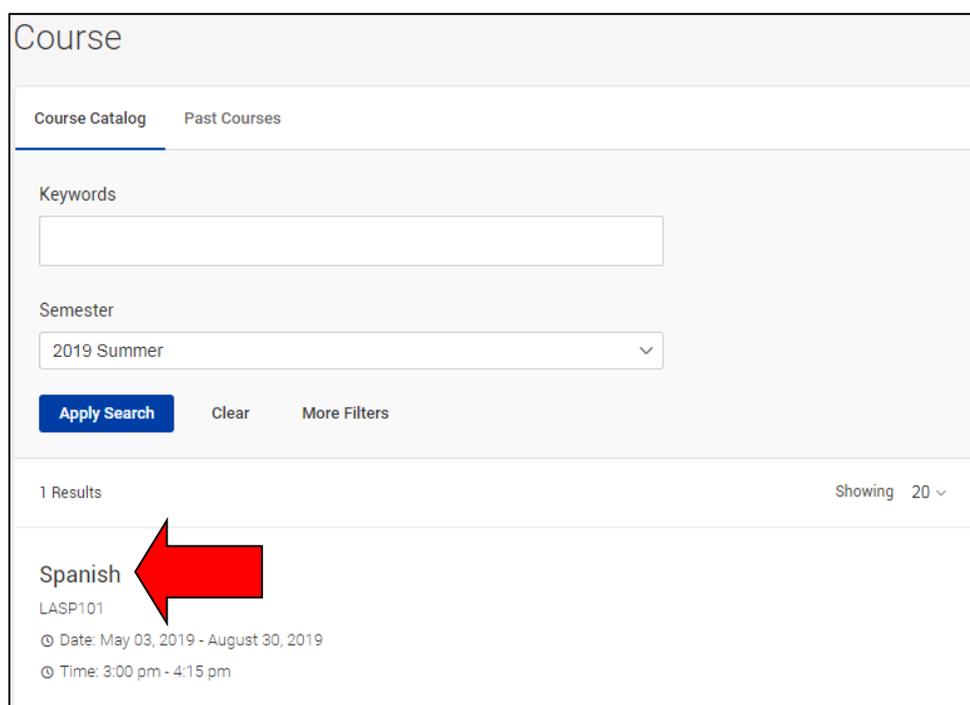
1. You will receive an email from the Testing Center when a student submits a request to take your exam in the Testing Center. The email will contain all of the information about the student, date and time of the exam. Follow the link in the email to log into Accommodate: <https://uml-accommodate.symplcity.com/faculty/index.php>

If you are not logged in automatically, use your UML email and password to log in.

2. Select "Courses".



3. Choose the course that the student who is requesting the accommodation is enrolled in. You should receive an email from Accommodate telling you which course the student indicated in their request. Click on the title of the course.



4. Click on "Room Bookings".

Spanish (LASP101)

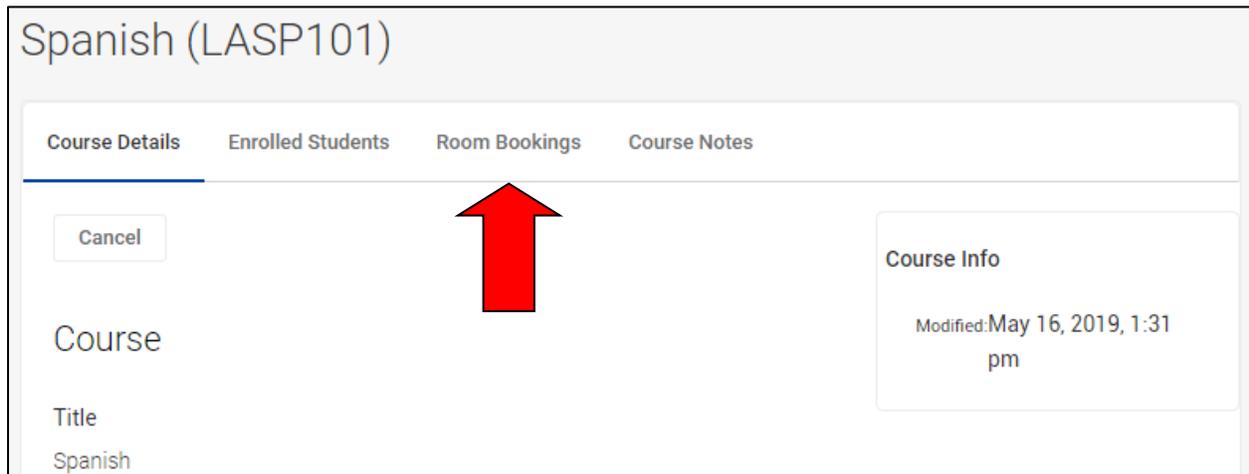
Course Details Enrolled Students **Room Bookings** Course Notes

Cancel

Course

Title
Spanish

Course Info
Modified: May 16, 2019, 1:31 pm



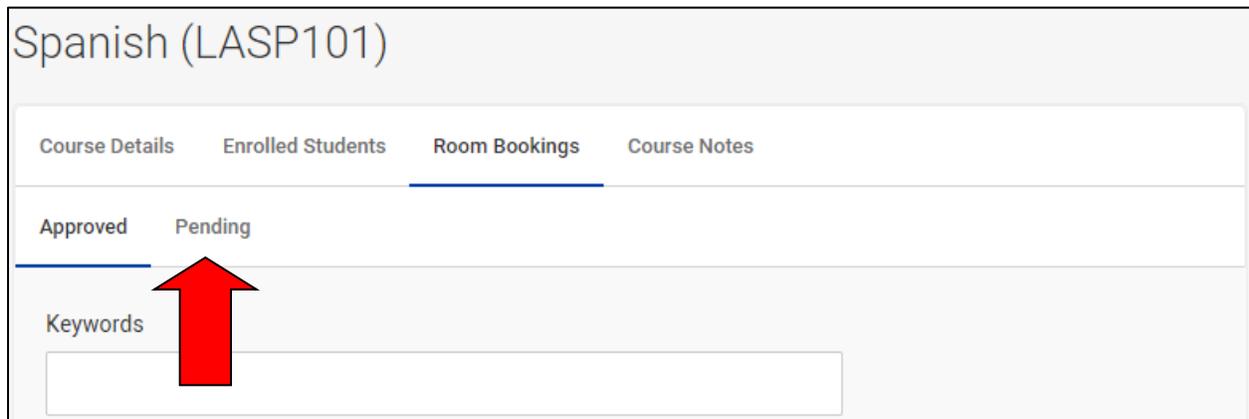
5. The current page will show you exams that you have already approved. To see new exam requests, click on the "Pending" tab.

Spanish (LASP101)

Course Details Enrolled Students **Room Bookings** Course Notes

Approved **Pending**

Keywords

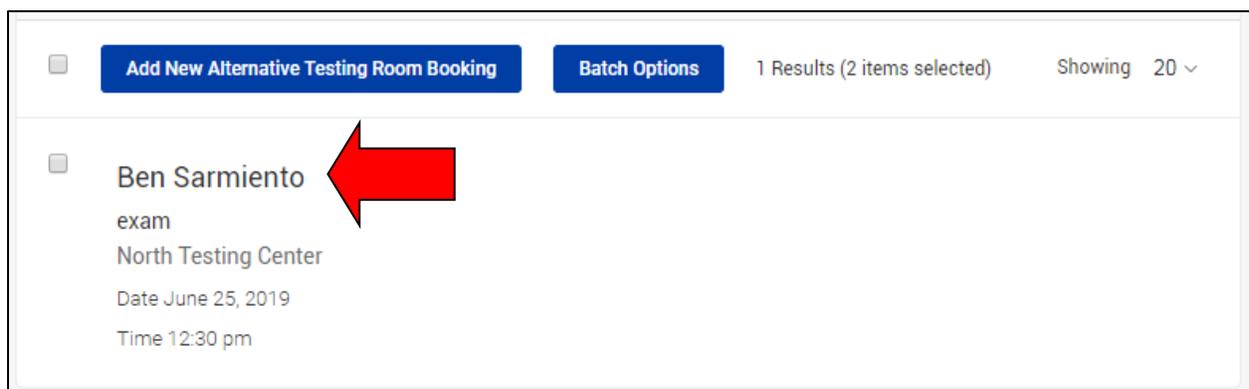


6. Click on the name of the student you would like to review.

Add New Alternative Testing Room Booking Batch Options 1 Results (2 items selected) Showing 20 ▾

Ben Sarmiento ←

exam
North Testing Center
Date June 25, 2019
Time 12:30 pm



7. Review the information for accuracy.
 - a. Adjust the length of exam (with accommodation applied) if needed (e.g. if it is a 20 minute quiz).
 - b. Add any proctoring notes that you might have for the exam in the “Notes” box (e.g. Student is allowed a graphing calculator and a 3x5 index card with formulas).
 - c. Upload a digital copy of your exam (if available) using the attachment button.
 - d. Select “Yes” for “Testing Appointment Approved”.
 - e. Chose how you would like to retrieve the complete exam.
 - f. Click “Submit”.

Alternative Testing Room Booking for Ben Sarmiento

Course Details
Enrolled Students
Room Bookings
Course Notes

Submit
Save
Cancel

* indicates a required field

Alternative Testing Room Booking

Student *
Ben Sarmiento

Testing Room *
North Testing Center

Testing Date *
June 25, 2019

Testing Time
12:30 pm

Length
Total length of exam with accommodation

Course
Spanish (LASP101)

Exam
Midterm 1

Notes from Professor
Please list any instructions or materials that are allowed for the student

Student is allowed a graphing calculator and a 3x5 index card with formulas

Attachment

Testing Appointment Approved
 Yes no

Delivery of completed test *

Submit
Save
Cancel

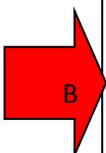
Alternative Testing Room Booking Info

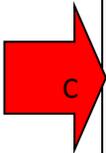
Created: June 19, 2019, 3:26 pm
By:

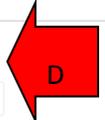
Modified: June 19, 2019, 3:26 pm
By:

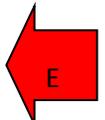
Course Information

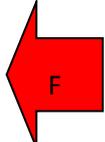
Title	Spanish
Code	LASP101
Semester	2019 Summer
Course	May 3, 2019
Start Date	
End Date	August 30, 2019
Enrolled	Yes
Date Not Enrolled	-













You are all done! This student will now appear in your "Approved" tab and you will receive a confirmation email that the exam has been booked.

If you have other student requests you will see their name under the "Pending" tab. Just repeat what you did above for each of those students.