

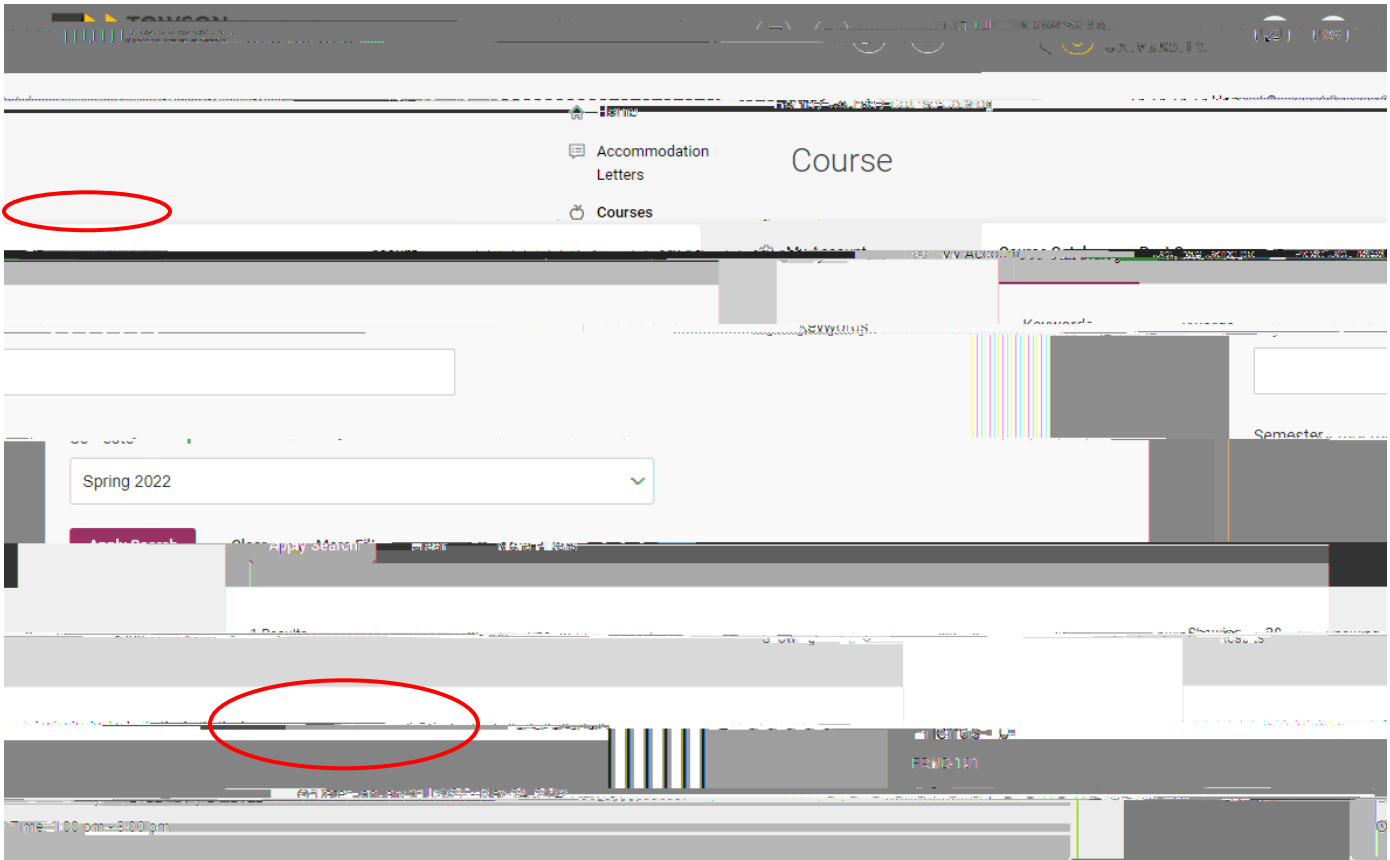
Testing Center Requests in Accommodate (Faculty)

Your Accommodate portal will house important information about your students' accommodations

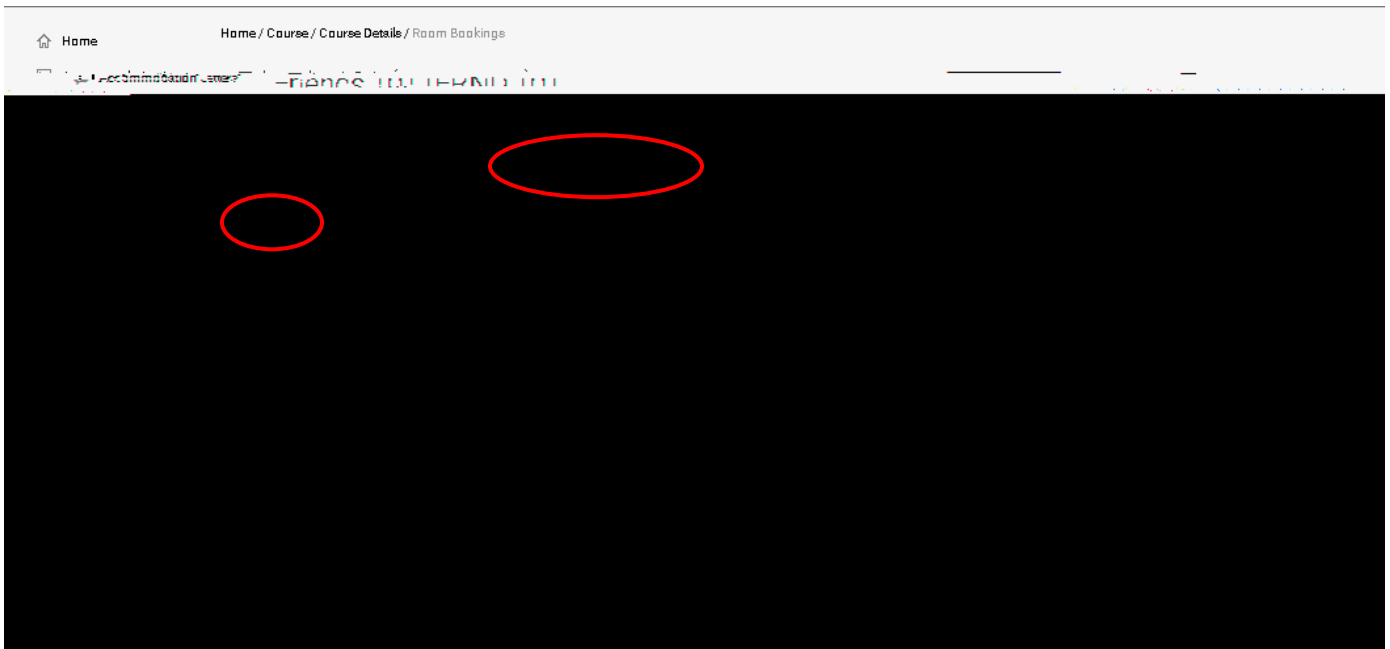
- sdgs wi] TJ -0.002 Tc 0.002 Tw -0.9 -1.16 Td [(s)1 (el)-4 (ec)-6 (t)-5 (N)-1 (o)-5 (.)-6 ()]TJ /TT5 1 Tf 0.003



1. After you login, select 'Courses' on the left side of the page and select the appropriate course.



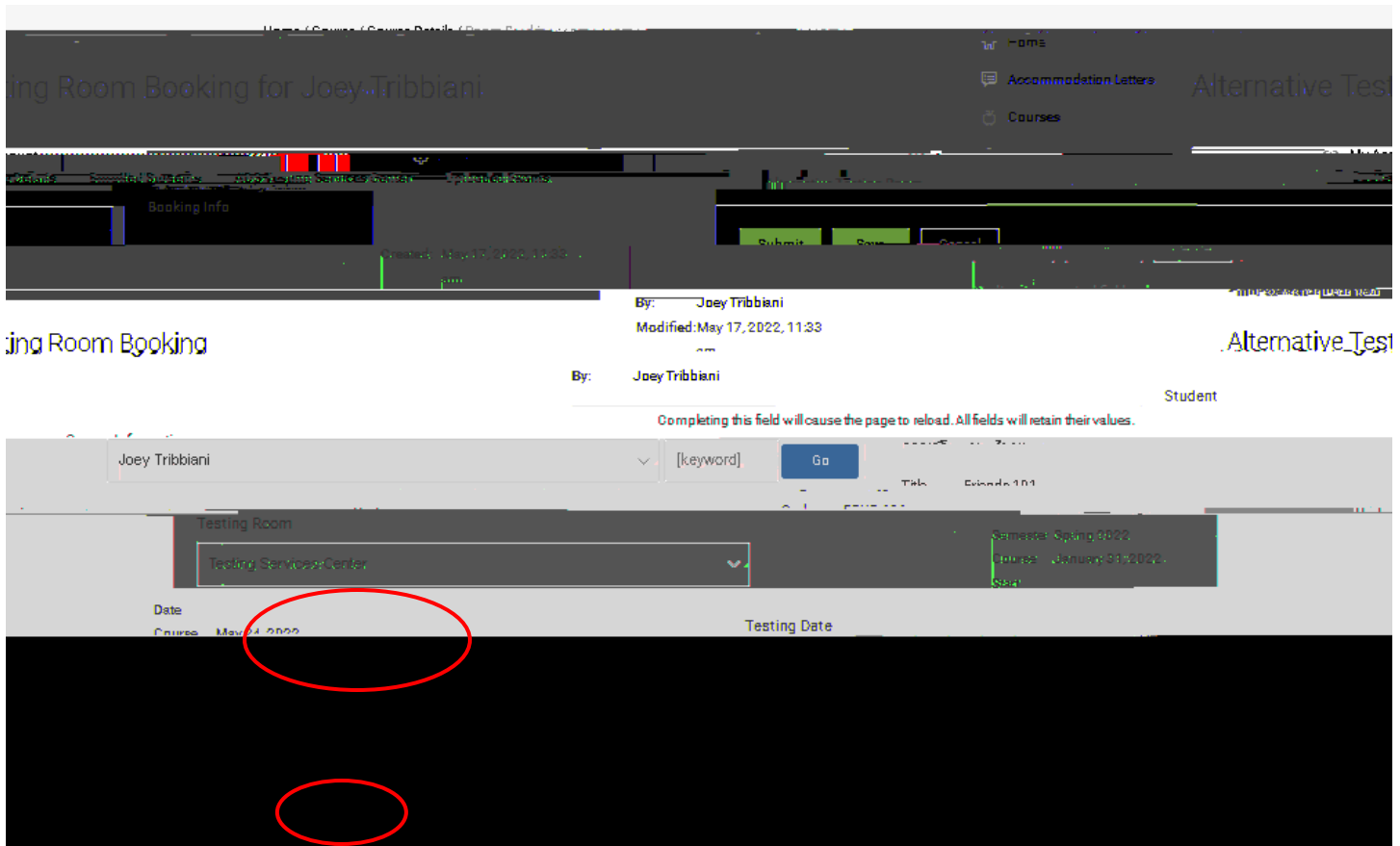
2. Select "ADS Testing Services Center" tab. You will have two sub tabs listed: "Pending" and "Approved." New requests will be located in the "Pending" sub tab and previously viewed and approved testing requests will be located in the "Approved" sub tab.
3. Click on the student's name under the "Pending" tab whose request you would like to address.



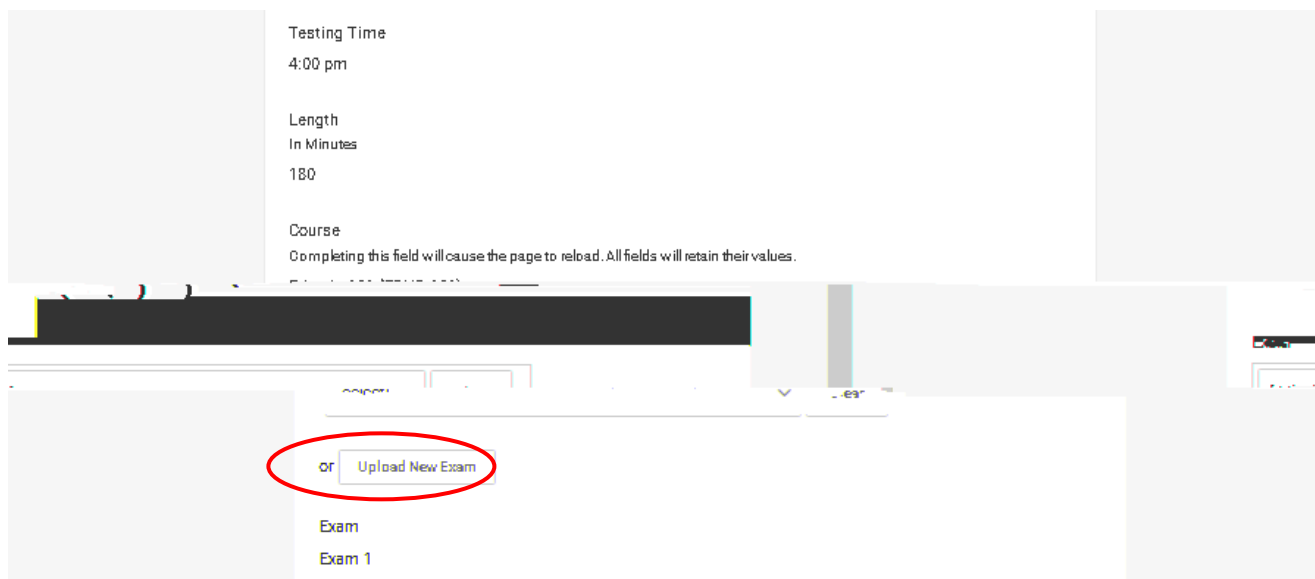
4. Review the request:

A) If the date/time is correct, proceed to the next step.

B) If the date or time that the student selected is incorrect, then scroll to the bottom of the page and select No. If you select no, then the Testing Request will be cancelled, the student and Testing Center will be notified. The student will need to submit a new testing request.



5. Click on "Upload New Exam." **You must do this step, even if you are not attaching the exam document.





- f. Enter the date of the exam in both boxes.
- g. Indicate the following:
 - i. is the student is permitted to leave the testing area for a restroom break
 - ii. how the Testing Center staff should proceed if the student arrives late
 - iii. which test materials are allowed on the exam

First date exam can be taken

Month Year

Last date of this exam

Month Year

Yes
 No

If student arrives more than 15 minutes late, please indicate below how Testing Center staff should proceed.

Allowed Test Materials

Notes
 Open Book
 Calculator
 Other

- h. Next, select how you would like the completed exam sent to you.
- i. If there is any additional information that needs to be shared to the Testing Staff, please type it in the available box. (i.e., exam passwords, special instructions, etc.). You can also indicate how you intend to deliver the exam if you are not uploading it to the portal (fax, email, etc).
- j. Please share your best contact information (phone and email) in the event that the Testing Staff needs to contact you while the student is taking the exam.

- k. Next, if you have multiple students needing to take this test within the testing center, then select Yes to “apply to all records” so you can select this exam for other students
- l. Last, select ~~Submit Request~~

You will be taken back to the student’s request. Select “Yes” to approve the request and choose “Submit” to