



Testing Center Requests in Accommodate (Faculty)

Your Accommodate portal contains important information about your students' accommodations, including Testing Center requests. Please follow the step-by-step instructions below to view, approve/deny and navigate Testing Center requests.

You will be notified via email when a student has submitted a Testing Center Request. Log into [Accommodate](https://towson-accommodate.symplicity.com/) with your Towson credentials (<https://towson-accommodate.symplicity.com/>).

1. After you login, you will see **"Test Room Bookings to Review"** and your courses with recent tests requests.
2. Use the drop-down caret for the desired course to view the student's request.
3. Select **Review** to approve or deny the request:
 - A)** To deny: Select **No** and provide the rationale for the denial. *The Testing Center staff will cancel the request, notify the student of the denial and advise them to contact you with questions.*
 - B)** To approve: If the date/time of the request is correct, proceed to Step 4.
4. Click on **"Upload Button"** to provide important information about the administration of your exam.

This step must be completed even if it is an online exam or you plan to upload the document at a later date

After clicking **"Upload Button"** you will be prompted to provide the approval information for this request.

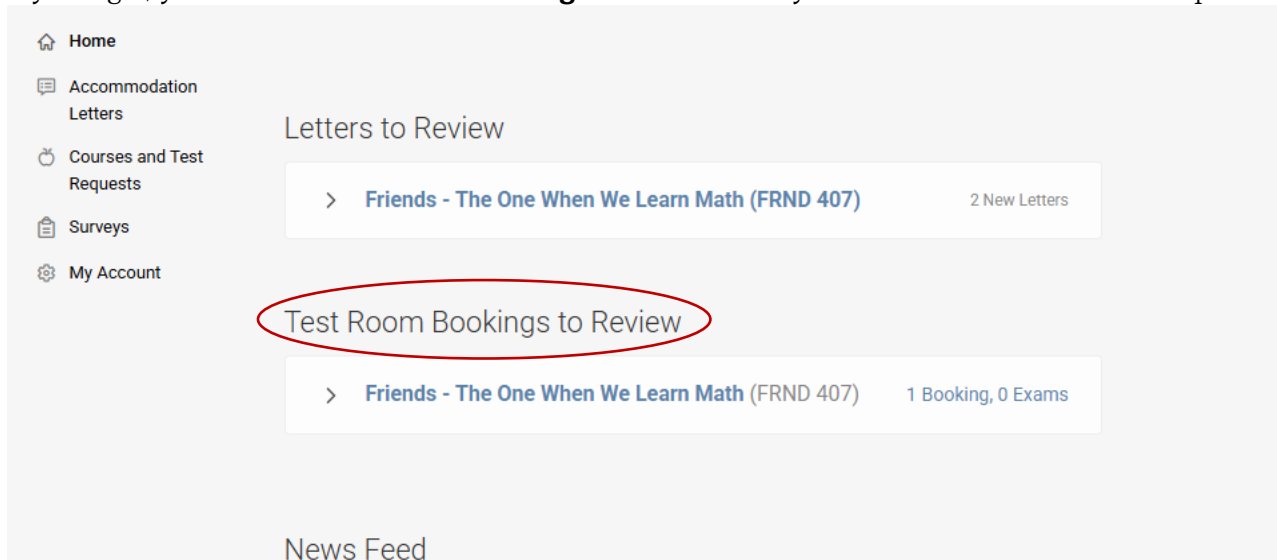
- a) **Title and Description** – Enter the exam name (e.g., *Exam 1*) and description (if needed)
Final Exam – Select **Yes** or **No**
Standard Time (in minutes) – Enter the regular exam time. *You do not need to calculate extended time.*
Upload Exam – This can be done now or you can return to do this later
Exam Date – Enter the range of dates the student may take the exam.
General Administration – Indicate:
 - i. Whether restroom breaks are permitted
 - ii. Instructions if the student arrives late
 - iii. Allowed materials (e.g., calculator, notes, formula sheet)
- b) **Return Method** – Select how the completed exam should be returned to you.
- c) **Additional Information** – Add any additional information for Testing Center staff in the comments section (e.g., passwords, special instructions, etc.).
- d) **Contact Information** – Provide the best phone number and email for any urgent concerns during the exam.
- e) **Apply to All Records** – If multiple students will take this exam in the Testing Center, select **Yes** to make the exam available for them.
- f) Click **Submit**.

You will be taken back to the Accommodate homepage and **"Test Room Bookings to Review"**. You will be able to see if an approval is submitted and if an exam is attached.

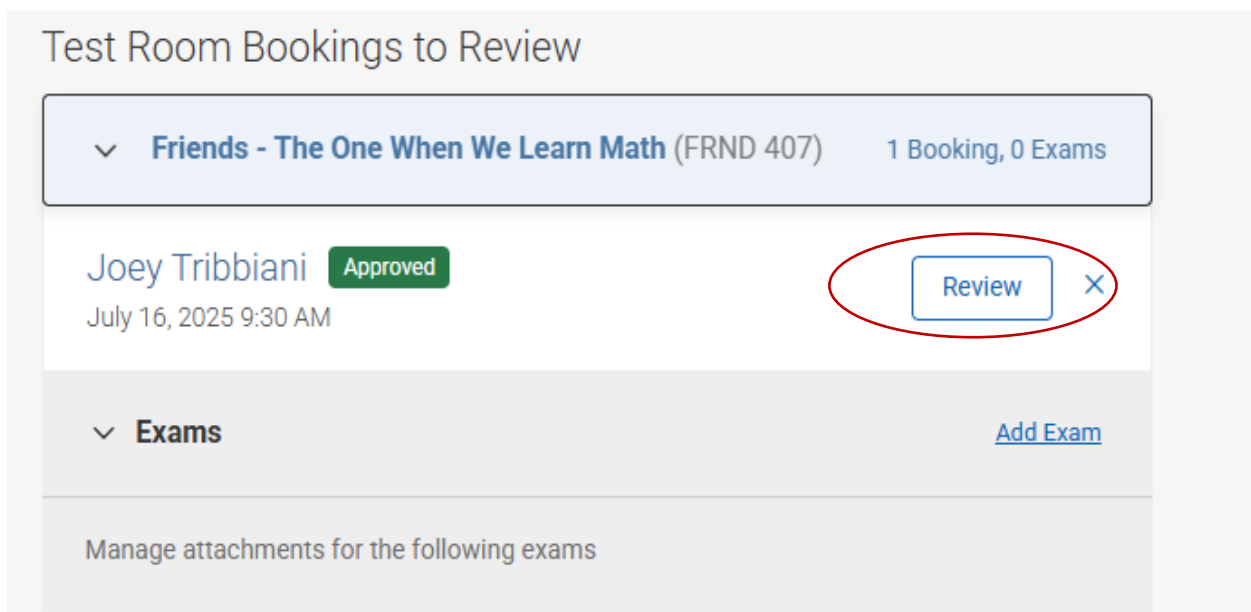
*Be sure to provide the Testing Center with the copy of the exam by the approved testing date and time. Please note: You will receive reminder emails to upload the test leading up to the approved date and time.

Below are the same instructions with images.

1. After you login, you will see “**Test Room Bookings to Review**” and your courses with recent tests requests.



2. Use the drop-down caret for the desired course to view the student's request.



3. Select **Review** to approve or deny the request:

A) To deny: Select **No** and provide the rationale for the denial. *The Testing Center staff will cancel the request, notify the student of the denial and advise them to contact you with questions.*

B) To approve: If the date/time of the request is correct, proceed to Step 4.

Do you approve the day and time the student has provided for this test? *

☐ Yes ☒ No 

Please provide rationale and desired next steps: *

Save

4. Click on **"Upload Button"** to provide important information about the administration of your exam. ***This step must be completed even if it is an online exam or you plan to upload the document at a later date***

EXAM AND TESTING INFORMATION

Please choose Upload New Exam below in order to provide necessary testing information.

Uploading an exam will close the booking form and open the exam form. Any changes to the booking will not be saved. Once the exam is created you can review the booking again and select the exam.

Upload Button

Will you need a computer for this exam?

Yes

Purpose of Computer

Online Exam

Do you approve the day and time the student has provided for this test? *

☒ Yes ☐ No

5. After clicking **"Upload Button"** you will be prompted to provide the approval information for this request.
- Title and Description** – Enter the exam name (e.g., *Exam 1*) and description (if needed)
Final Exam – Select **Yes** or **No**
Standard Time (in minutes) – Enter the regular exam time. *You do not need to calculate extended time.*

The screenshot shows a form titled "Exam" with the following sections:

- Course**: Friends - The one when we learn math (FRND 407)
- Title of Exam ***: A text input field with a red arrow pointing to it.
- Description**: A text area.
- Final Exam**: A section with the text "Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings." and two radio buttons: ☐ Yes and ☐ No. A red arrow points to this section.
- Standard time allowed for test in classroom ***: A section with the text "The Testing Services Center will calculate the amount of **extended time** for which the student is approved on the basis of disability." and a dropdown menu. A red arrow points to this dropdown.

Upload Exam – This can be done now or you can return to do this later.

The screenshot shows the "Attachments" section with a dashed box containing a folder icon with an upward arrow. Below the icon, the text reads: "Drop files here to upload" and "Each file should be less than 1GB". At the bottom of the dashed box is a button labeled "Upload File", which is circled in red.

Exam Date – Enter the range of dates the student may take the exam.

General Administration – Indicate:

- I. Whether restroom breaks are permitted
- II. Instructions if the student arrives late
- III. Allowed materials (e.g., calculator, notes, formula sheet)

First date exam can be taken







Last date this exam can be taken





Is the student permitted to leave the testing area for a restroom break? *

☐ Yes ☐ No



If student arrives more than 5 mins late, please indicate below how Testing Center staff should proceed *





Allowed Test Materials *



- ☐ Notes
- ☐ Open Book
- ☐ Calculator
- ☐ Internet
- ☐ Other
- ☐ NONE

Allowed Test Materials, If 'Other' please explain:

- b) **Return Method** – Select how the completed exam should be returned to you.
- c) **Additional Information** – Add any additional information for Testing Center staff in the comments section (e.g., passwords, special instructions, etc.).
- d) **Contact Information** – Provide the best phone number and email for any urgent concerns during the exam.

Test Return Instructions *



Comments to Testing Services Center

Please indicate if you intend to upload the exam at a later date or wish to hand-deliver the exam. Please provide other comments as needed.

Instructor Contact Information

At times, the Testing Center staff and/or the student may have questions during the exam. To ensure that this student has equal access to the same instructor support as students taking the test in the classroom, please provide the best method to contact you while the student is taking the exam.

Instructor Phone *



Instructor Email *



- e) **Apply to All Records** – If multiple students will take this exam in the Testing Center, select **Yes** to make the exam available for them.
- f) Click **Submit**.

Apply to all records



If select yes, exam will be added to all existing approved or pending requests for the same course with a test date in between the exam start and end date.

☐ Yes ☐ No

Submit

Save

Cancel

Delete

6. You will be taken back to the Accommodate homepage and **“Test Room Bookings to Review”**. You will be able to see if an approval is submitted and if an exam is attached.

Approval with No Attachment

The screenshot displays the 'Test Room Bookings to Review' interface. At the top, a dropdown menu shows 'Friends - The One When We Learn Math (FRND 407)' with '1 Booking, 1 Exam' circled in red. Below this, a card for 'Joey Tribbiani' shows a green 'Approved' status and a 'Review' button. Under the 'Exams' section, a button labeled 'Needs Attachment' is circled in red. A table below lists 'Exam 1' with 'No Attachment' and a pencil icon, which is pointed to by a large red arrow.

Manage attachments for the following exams	
Exam 1	No Attachment

Approval with Exam Attached

This screenshot is similar to the previous one, but the 'Needs Attachment' button is absent, indicating an exam is attached. The 'Exam 1' row in the table below shows a pencil icon, which is pointed to by a large red arrow.

Manage attachments for the following exams	
Exam 1	