

Testing Center Requests in Accommodate (Faculty)

Your Accommodate portal will house 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.symlicity.com/) with your Towson credentials (<https://towson-accommodate.symlicity.com/>).

1. After you login, select "**Courses**" on the left side menu and select the appropriate course.
2. Select the "**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 "**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, and 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.**

- a. Enter the Title (i.e., "Exam 1").
- b. Enter the description, *if appropriate*.
- c. Indicate if it is a Final Exam by choosing Yes or No.
- d. Select the Standard time (in minutes) allowed for the test. You do not need to calculate the amount of extended time for the student.
- e. Upload the Exam document *or you can return to do this later*.
- f. Enter the date of the exam in both date 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
- h. Select how you would like the completed exam returned 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.**”
6. You will be taken back to the student’s request. Choose “Submit” to save your work and leave the page.

*Be sure to provide the Testing Center with the copy of the exam by 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, select “**Courses**” on the left side of the page and select the appropriate course.

Home / Course / Course Catalog

Course

Course Catalog Past Courses

Keywords

Semester

Spring 2022

Apply Search Clear More Filters

1 Results Showing 20

Friends 101

FRND 101

Date: January 31, 2022 - May 24, 2022

Time: 1:00 pm - 3:00 pm

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.

Home / Course / Course Details / Room Bookings

Friends 101 (FRND 101)

Course Details Enrolled Students **ADS Testing Services Center** Uploaded Exams

Pending Approved

Keywords

Apply Search

Batch Options 1 Results Showing 20

Joey Tribbiani

Testing Services Center

May 17, 2022 - 4:00 pm

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, and the student and Testing Center will be notified. The student will need to submit a new testing request.*

Home / Course / Course Details / Room Bookings

Home Accommodation Letters Courses My Account

Alternative Testing Room Booking for Joey Tribbiani

Course Details Enrolled Students **ADS Testing Services Center** Uploaded Exams

Submit Save Cancel

* indicates a required field

Alternative Testing Room Booking

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

Joey Tribbiani [keyword] Go

Testing Room
Testing Services Center

Testing Date
2022-05-17 Select Clear

Is this during your normal class time?
Yes

Testing Time
4:00 pm

Alternative Testing Room Booking Info

Created: May 17, 2022, 11:33 am
By: Joey Tribbiani
Modified: May 17, 2022, 11:33 am
By: Joey Tribbiani

Course Information

Title: Friends 101
Code: FRND 101
Semester: Spring 2022
Course: January 31, 2022
Start Date: May 24, 2022
End Date: -
Enrolled: Yes
Date Not Enrolled: -

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

Testing Time
4:00 pm

Length
In Minutes
180

Course
Completing this field will cause the page to reload. All fields will retain their values.
Friends 101 (FRND 101)

Exam
[select] Clear

or Upload New Exam

Exam
Exam 1

- a. Enter the Title ("Exam 1" for example).
- b. Enter the description, *if appropriate*.
- c. Indicate if it is a Final Exam by choosing *Yes* or *No*.
- d. Select the Standard time (in minutes) allowed for the test. You do not need to calculate the amount of extended time for the student.

Upload New Exam

* indicates a required field

Exam

Course
Friends 101 (FRND 101)

Title

Description

Final Exam
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.
 Yes no

Standard time allowed for test in classroom
The Testing Services Center will calculate the amount of **extended time** for which the student is approved on the basis of disability.

- e. Upload the Exam *or you can return to do this later.*

Attachments



Drop files here to upload
Each file should be less than 1GB

- 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

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 15 mins 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.

Test Return Instructions

Comments to Student or Testing Services Center

Instructor Contact Information

At times, the Testing Center staff and/or the student may have questions during the exam. In order to insure 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

- 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 save your work and leave the page.

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

Cancel **Submit Request**

Testing Appointment Approved

The student has indicated that he or she has informed you regarding eligibility for Accessibility & Disability Services. **You are under no obligation to approve this request if the student has not provided you with his or her ADS memo.**

Yes no

Submit **Save** Cancel