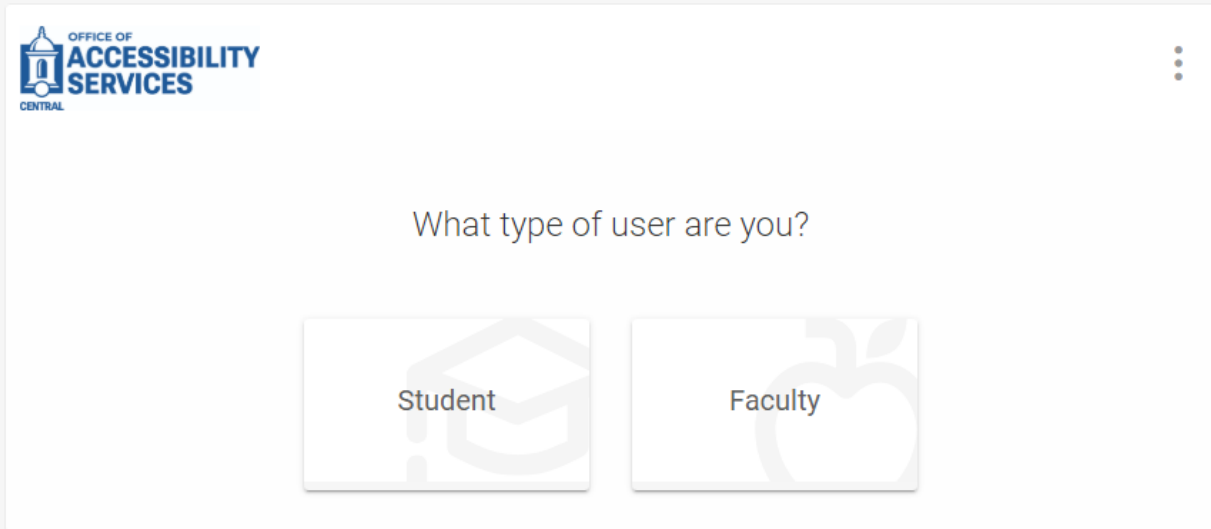


Faculty User Instructions for *Accommodate* Test Requests

The Office of Accessibility Services has launched a new Faculty Portal through ***Accommodate***, our office's data management system. Through this portal, faculty will manage Test Requests, Testing Center bookings and Proctor Sheets, and exchange exam materials between faculty and the Office of Accessibility Services.

Below you will find instructions on how to access Test Requests, upload exams and access completed exams.

Login to ***Accommodate*** here: ccsu-accommodate.symplicity.com and select "Faculty", please note, the ***Accommodate*** Portal utilizes single sign on. Please use your CCSU BlueNet ID and password.



After you login, please select “Courses & Exams” found on the left-hand navigation panel of the home screen.



- Home
- Accommodation Letters
- Courses & Exams
- Caption Requests
- My Account

Letters to Review

Test Course 101 2 New Letters

Sarah BlueDevil
Sent on November 21, 2024 10:17 AM
Accommodation Letter

Review

Kizer BlueDevil
Sent on November 21, 2024 10:16 AM
Accommodation Letter

Review

Submit Caption Request

News Feed

Welcome to Accommodate

The Office of Accessibility Services is now utilizing Accommodate for faculty to access student Letters of Accommodation and for managing Testing Center bookings!

[View All Announcements](#)

On this page you will find a list of courses you teach that have enrolled students with approved accommodations.

Please note: If you have a course in which there are no students who have approved accommodations it will not appear on this list. This list of courses could fluctuate throughout the semester as students add/withdraw from courses and/or as they get approved for accommodations.

Select the course and appropriate section you wish to view.



Home / Course / Course Catalog

Course

Course Catalog Past Courses

Keywords

Semester

[Apply Search](#) [Clear](#) [More Filters](#)

1 results Showing 20 ▼

Test Course 101

🕒 Date: August 27, 2024 - December 15, 2024

🕒 Time: 10:00 am - 11:00 am

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

Select the “Test Requests” tab to view students who have already submitted a Test Request and then select the correct student.

Please note: You will receive an automatic email from *Accommodate* when a student has submitted a Test Request, which will prompt you to log into *Accommodate* to view the details.

The screenshot shows the 'Office of Accessibility Services' web application. The breadcrumb trail is 'Home / Course / Course Details / Alternative Test Room Bookings'. The main heading is 'Test Course 101 ()'. There are four tabs: 'Course Details', 'Enrolled Students', 'Test Requests' (which is active), and 'Exams'. Below the tabs is a search section with a 'Keywords' input field and an 'Apply Search' button. Below the search section, there is a 'Batch Options' button and '4 results'. The results are sorted by 'Testing Date' and showing 20 items. The first two results are:

- Kizer BlueDevil**
Testing Center
November 18, 2024 - 2:00 pm
Exam Details: Exam 1
Original Exams: Mock_document_1 (1).docx
- Sarah BlueDevil**
Testing Center
November 18, 2024 - 3:00 pm
Exam Details: Exam 1
Original Exams: Mock_document_1 (1).docx

Below you will find the details of your student’s Test Request.

As you can see, the student’s Test Request details will look very similar to the emails you have previously received from our office. **It will be your responsibility to review the details carefully.**

If the details are correct, select “yes”. You will then have the option of doing one of two things: You can either select a previously uploaded “exam” (See directions on how to upload an exam without an associated Test Request below) or you can “Upload New Exam”.

If the details are not correct, select “no”. If you select no, only the Office of Accessibility Services will be notified. In that case, it is the expectation that the professor will notify the student that the Test Request has been denied and discuss the reason(s) why.

Home / Course / Course Details / Alternative Test Room Bookings

Test Request for Kizer BlueDevil

Course Details Enrolled Students **Test Requests** Exams

* Indicates a required field

Test Request

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

Testing Room *
Testing Center

Testing Date *
November 18, 2024

Testing Time
2:00 pm

Length of Exam (Minutes)
The time is calculated using length of the class x student's approved extension accommodations
30

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

Student Notes
Student notes about test room booking

Accommodations Needed
Uncheck the accommodations that you do not plan to use for this test room booking.
Use of calculator, Extended time for essay exams (Time and a half)

Course Information

| | |
|----------|-------------------|
| Title | Test Course 101 |
| Code | |
| Semester | Fall 2024 |
| Course | August 27, 2024 |
| Start | |
| Date | |
| Course | December 15, 2024 |
| End Date | |
| Enrolled | Yes |
| Date Not | - |
| Enrolled | |

Student Entered Info:

Is the time and date you selected different from the time and date your class is taking this exam?

Yes

Please explain why.

Extended time overlaps with another class

Have you received approval from your professor for the alternate time/date?

Yes

Faculty Response:

Faculty acknowledge that these details are correct for the exam. *

Yes No

Faculty Notes

If no, please reach out to the student directly to coordinate an acceptable date/time/location.

Exam

[select]

Exam 1

or

If you select “Upload New Exam”, answer the prompted questions on the Proctor Sheet below.

In *Accommodate* you will see the following questions on one screen. For this training, these questions will be displayed in 5 screenshots.

Upload New Exam ✕

* indicates a required field

Proctor Sheet

Course *
Test Course 101 ()

Title *

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

What is the allotted test time for all students? *

Start Date *

End Date *

*Choose the range of dates and times when the student may take their exam.

Please note: even though your student has already submitted a Test Request, *Accommodate* requires you to select a date range. Later you can decide if you'd like this exam to be applied to all records.

When you select “apply to all records”, you will be able to connect this exam to any other student who has scheduled or will schedule the same exam during the same time, which we will review shortly.

*Directions for Setting Exam Testing Parameters

This section allows you to set the window of time during which the student may take their exam. You have two options:

1. Scheduling the Exam During the Class’ Regular Time

- **Set the Day and Time:** Choose the same day and start time as your class.
- **Add a Buffer:** Include an additional two hours before and after the class time. This ensures students can complete their exams with their approved extended time accommodations and accounts for potential scheduling conflicts with back-to-back classes.

Note: If you teach **multiple sections** of the same course and require students to take the exam at the exact time as the class, you must upload a separate exam for each section.

2. Offering a Flexible Time Range

- **Set the Date Range:** Choose the range of dates and times when the student may take their exam.
 - For example, if the exam must be completed by Wednesday at 5:00 PM, you may set the testing window as follows:
 - Monday: 8:30 AM–8:00 PM
 - Tuesday: 8:30 AM–8:00 PM
 - Wednesday: 8:30 AM–5:00 PM

Upload New Exam



What are the allowable materials for all students? (Please check all that apply.) *

Non-accommodation related materials.

- None
- Blue Book Alternative
- Calculator
- Formula Sheet: Professor Provided
- Formula Sheet: Student Provided
- Open Book- Digital
- Open Book- Not Digital
- Open Notes
- Page of Notes *Please specify below*
- Scantron
- Scrap Paper
- Other*Please specify below*

Other specific exam information/materials.

If exam requires computer use, can student use their own laptop/tablet?

- Yes
- No - student must use OAS computer.
- N/A

Cancel

Submit Request

Upload New Exam



Are bathroom breaks allowed?

Yes No

How will you provide the exam to OAS?


Please note: Starting January 2025, we can no longer accept emailed exams. If you have difficulty uploading your exam, please contact accessibilityservices@ccsu.edu.

How would you like to receive the completed test/quiz?

- Upload to Accommodate
- Interoffice Mail
- Pick-Up from Accessibility Services

If questions arise during the test/quiz, please provide your cell phone number:

Attachments



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

Cancel

Submit Request


Upload New Exam ×

How would you like to receive the completed test/quiz?

- Upload to Accommodate
- Interoffice Mail
- Pick-Up from Accessibility Services

If questions arise during the test/quiz, please provide your cell phone number:

Attachments



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

Upload File

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

Before clicking “Submit Request”, select “yes” or “no” to apply the exam to all records. **If you select “yes”, the exam will be added to all existing approved or pending Test Requests for the same course with a test date between the exam start and end date you indicated.**

Once all fields are completed, select “Submit Request”.