

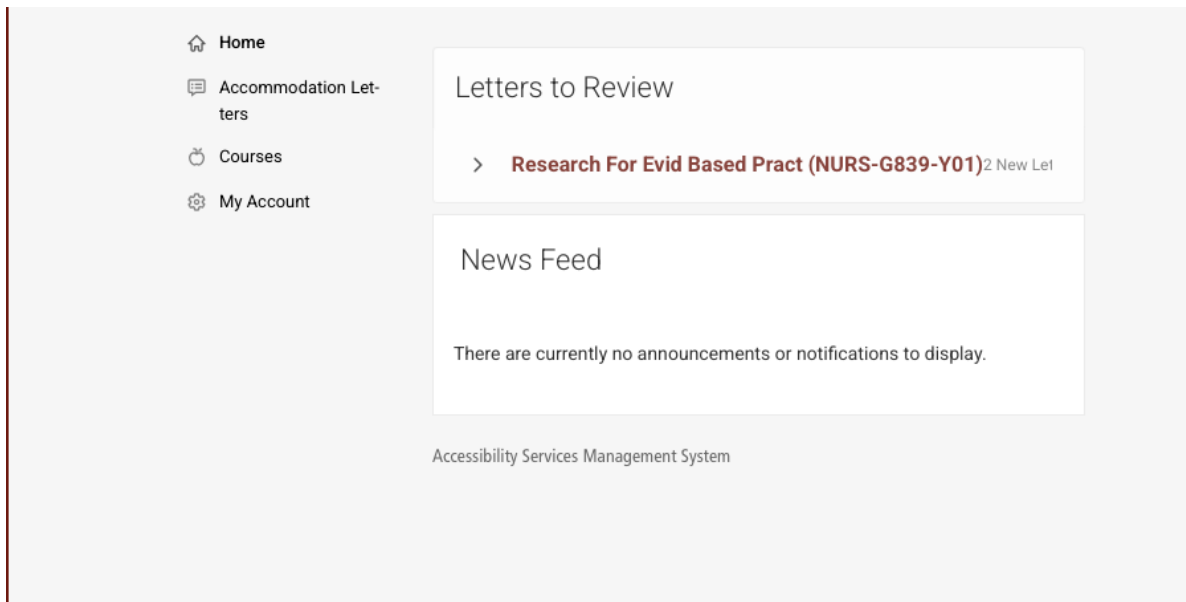
Faculty Interface – Scheduling, Approving Exam Requests, and Uploading Exams on Accommodate

Scheduling – pg. 1

Approving Requests – pg. 5

Uploading Exams – pg. 9

To schedule an exam... navigate to the home page and select 'Courses' on the left side of the screen.



A list of all the courses you teach will populate. Choose the course you wish to schedule/upload the exam for.

Home

Login as frame

Accommodation Letters

Courses

My Account

Home / Course / Course Catalog

Course

Course Catalog

Past Courses

Keywords

Semester

Apply Search

Clear

More Filters

5 results

Sort By: Title Showing 20

Advanced Health Assessment

NURS-G810-Y01

Date: August 18, 2025 - December 12, 2025

Time: - - -

Integration in Midwifery Care

NURS-G765-Y01

Date: August 18, 2025 - December 12, 2025

Time: - - -

IPC & PPC Care Nrs.-Midwifery

NURS-G758-Y01

Date: August 18, 2025 - December 12, 2025

Time: - - -

Research for Evid Based Pract

NURS-G839-Y01

Date: August 18, 2025 - December 12, 2025

Time: - - -

Schol Proj I - Plan & Proposal

NURS-G939-Y01

Date: August 18, 2025 - December 12, 2025

Time: - - -

Login as

Click on the double arrows on the right side of the tabs at the top of the screen, and select 'Upload Exam(s)'.

Home

Accommodation Letters

Courses

My Account

Home / Course / Course Details

IPC & PPC Care Nrs.-Midwifery (NURS-G758-Y01)

Course Details

Accommodated Students

Student Exam Requests

Course Info

Cancel

Course

Title

IPC & PPC Care Nrs.-Midwifery

Login as frame

modified: August 20, 2025, 9:36 pm

Select 'Add New Exam'

This screenshot shows the 'Upload Exam(s)' tab of the 'IPC & PPC Care Nrs.-Midwifery (NURS-G758-Y01)' course details page. The left sidebar contains navigation links: 'Login as frame', 'Accommodation Letters', 'Courses', and 'My Account'. The top breadcrumb trail reads 'Home / Course / Course Details / Exam'. The main content area has four tabs: 'Course Details', 'Accommodated Students', 'Student Exam Requests', and 'Upload Exam(s)'. The 'Upload Exam(s)' tab is active, showing a 'Keywords' input field, an 'Apply Search' button, and an 'Add New Exam' button.

Fill in exam information. Under 'Description,' include approved materials and additional proctoring information (calculators, notes, open book, formula/periodic table use, etc.).

This screenshot shows the 'Add New Exam' form within the same course details page. The breadcrumb trail is 'Home / Course / Course Details / Exam'. The 'Upload Exam(s)' tab is active. At the top of the form are four buttons: 'Submit', 'Save', 'Cancel', and 'Delete'. Below these is a note: '* indicates a required field'. The form fields include: 'Exam' (a large text area), 'Course *' (a dropdown menu showing 'IPC & PPC Care Nrs.-Midwifery (NURS-G758-Y01)'), 'Title *' (a text input field), and 'Description' (a large text area). A 'Login as frame' button is visible in the top right corner of the form area.

‘Test Length’ refers to the normal allotted time for non-accommodate students. Upload exams and additional materials (formula sheets, periodic tables, etc.).

Home

Accommodation Letters

Courses

My Account

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

Test Length *

Attachments

Drop files here to upload

Each file should be less than 1GB

Upload File

Login as frame

Select approved dates in which exam can be taken. ‘Yes’ will add test to all pending or approved student requests. After reviewing exam information, select ‘Submit’ to finalize exam upload.

Login as frame

Start Date *

End Date *

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

To review and approve an exam request... navigate to the home page and see the requested exam populate at the top under 'Test Room Bookings to Review'. This will appear below accommodation letter requests if you have pending letters to approve.

 Home

 Accommodation Letters

 Courses

 My Account

Test Room Bookings to Review

> **American Underd...** (ENGL-H295-034) 1 Booking, 0 Exams

News Feed

There are currently no announcements or notifications to display.

Accessibility Services Management System

Selecting to exam will populate a dropdown with the student info below. If OAE proctor has already approved, it will be highlighted in green. (Test coordinator will approve requests as they come in - this will most often be your view.) Select 'Review' to continue.

Home

Accommodation Letters

Courses

My Account

Test Room Bookings to Review

▼ American Underd... (ENGL-H295-034)

1 Booking, 0 Exams

[Student Name Here] Approved

Review

×

September 4, 2025 2:00 PM

▼ Exams

Add Exam

Manage attachments for the following exams

Login as frame

Testing information will appear below, please confirm it is correct. 'Length' refers to the student's accommodated extra-time test length.

[Student Name Here]

* indicates a required field

Alternative Testing Room Booking

Student

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

[Student Name Here]

Students Assigned Testing Room

Private Testing Room #1

Testing Date

Sep 4, 2025

Testing Time

14:00:00

Length

In Minutes

113

Course information and the exam name will appear below (exam name is whatever the student named it in their request). If the accommodated exam length seems incorrect (usually if the exam or quiz will not take the whole class period), select no and explain your concern in the additional notes section at the bottom. **Please 'Indicate required/approved materials' including directions for calculator use, outside notes, formula sheets, canvas codes, etc.** Select exam delivery options from the drop down.

If uploading to accommodate, clicking 'Upload Button' will take you to another popup window and the information on the current page will not be saved unless clicking 'Save' at the bottom before doing so. If uploading to Accommodate, see instructions on page 9.

Course

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

American Underdogs

Exam

Quiz 1

Do you have any concerns with the exam time the student scheduled? *

☐ Yes ☐ No

Indicate required/approved materials

Method for exam and instruction delivery *

❗ Method for exam and instruction delivery is required

In Person

Via Email

Upload in Accommodate

and select the exam.

Upload Button

Indicate how you would like to receive the completed exam in the dropdown below. Add additional exam information that would be helpful to the proctor under 'Other Special Instructions' and attach additional materials (formula sheets, periodic tables, etc.). When finished click 'Save'

Return method for completed exam *

Return method for completed exam is required

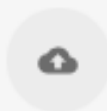
I will pick up from OAE M-F 8:30-4:45

Scan and email to return

OAE upload in Accommodate

Additional Attachment

Please upload the copy of the exam using the exam upload field. This additional attachment field would be for any additional material needed to administer the exam. Examples could include: handouts for exam, formula sheets, etc.)



Drop or **browse** files to upload

Save

To Upload an Exam... select 'Add Exam'

Home

Accommodation Letters

Courses

My Account

Test Room Bookings to Review

▼ American Underd... (ENGL-H295-034)

1 Booking, 0 Exams

[Student Name Here]

Approved

Review

✕

September 4, 2025 2:00 PM

▼ Exams

Add Exam

Manage attachments for the following exams

Login as frame

Fill in the requested information, including any extra instructions for the proctor.

Login as frame

Add New Exam

* indicates a required field

Exam

Course *
American Underdogs (ENGL-H295-034)

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

'Test Length' will populate a drop down; fill in normal non-accommodated allotted time for the exam. Attach the exam files in the designated area and choose start and end dates for when students can take the exam (usually this will be the same day of the exam, unless you have already approved a student to complete their exam another day).

Selecting yes under 'Apply to all records' upload the exam for every student in the course, so no need to go through and upload one by one. Uploading for one student uploads for everyone in the course. Select 'Save' to complete the process.

Test Length *

Attachments



Drop or **browse** files to upload

Start Date *

End Date *

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

☐ Yes ☐ No

Login as frame

Save

Cancel