Instructions for Faculty to Approve Accommodated Exam Requests for the Testing Centers

7 Easy Steps to Approving Exam Accommodations

1. You will receive an email from the Testing Center when a student submits a request to take your exam in the Testing Center. The email will contain all of the information about the student, date and time of the exam. Follow the link in the email to log into Accommodate: https://uml-accommodate.symplicity.com/faculty/index.php

   If you are not logged in automatically, use your UML email and password to log in.

2. Select “Courses”.

3. Choose the course that the student who is requesting the accommodation is enrolled in. You should receive an email from Accommodate telling you which course the student indicated in their request. Click on the title of the course.
4. Click on “Room Bookings”.

5. The current page will show you exams that you have already approved. To see new exam requests, click on the “Pending” tab.

6. Click on the name of the student you would like to review.
7. Review the information for accuracy.
   a. Adjust the length of exam (with accommodation applied) if needed (e.g. if it is a 20 minute quiz).
   b. Add any proctoring notes that you might have for the exam in the “Notes” box (e.g. Student is allowed a graphing calculator and a 3x5 index card with formulas).
   c. Upload a digital copy of your exam (if available) using the attachment button.
   d. Select “Yes” for “Testing Appointment Approved”.
   e. Choose how you would like to retrieve the complete exam.
   f. Click “Submit.”
You are all done! This student will now appear in your “Approved” tab and you will receive a confirmation email that the exam has been booked.

If you have other student requests you will see their name under the “Pending” tab. Just repeat what you did above for each of those students.