

Faculty – Exam Booking Request; review, approval, & upload instructions

1. Go to: <https://easternct-accommodate.symplicity.com/>
2. Select Faculty
3. Enter your full email address and email password
4. The home screen is shown below – click on **courses**.

The screenshot displays the user interface of the easternct-accommodate.symplicity.com website. At the top left, the 'Accommodate' logo is visible. The navigation menu on the left includes 'Home', 'Courses' (highlighted with a red circle), and 'Caption Requests'. The main content area is titled 'Getting Started' and contains a checklist with 'Account Created' checked and 'Personal Profile' unchecked. To the right of this section is a 'Submit Caption Request' button. Below the 'Getting Started' section is a 'News Feed' containing several announcements from OAS, including a welcome message for the Fall 2021 semester, links to 'Return to Campus and COVID FAQs', 'Back on Campus Fall 2021 - Eastern (easternct.edu)', 'OAS Website', 'AccessAbility Services (OAS) - Eastern (easternct.edu)', and 'OAS Contact Information'. The contact information includes the phone number (860) 465-0189 and the email address AccessAbility@easternct.edu. A 'View All Announcements' link is located at the bottom right of the news feed. At the bottom of the page, the text 'Accessibility Services Management System' is on the left, and 'Privacy Policy | Terms of Use' is on the right.

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5. Select the **Semester** & select the **Course** that the student submitted the request for.

The screenshot displays the Accorimodate Course Catalog interface. At the top left, there is a navigation menu with 'Home', 'Courses', and 'Caption Requests'. The main header shows 'Home / Course / Course Catalog' and the title 'Course'. Below this, there are two tabs: 'Course Catalog' (active) and 'Past Courses'. A search section includes a 'Keywords' input field, a 'Semester' dropdown menu (circled in red) currently set to 'Fall 2021', and buttons for 'Apply Search', 'Clear', and 'More Filters'. Below the search filters, it indicates '1 Results' and 'Showing 20'. The search results list a single entry: 'Pirates 200' (circled in red), with details: 'PIR 200', 'Date: May 24, 2021 - December 27, 2021', and 'Time: 9:00 am - 10:00 am'. At the bottom, there is a footer with 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

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- Once you click the course title, select the **Room Bookings** tab & you will see the students name under **Pending**.

The screenshot shows the Accorimodate interface for a course titled "Pirates 200 (PIR 200)". The navigation menu on the left includes "Home", "Courses", and "Caption Requests". The breadcrumb trail is "Home / Course / Course Details / Room Bookings". The main content area has four tabs: "Course Details", "Enrolled Students", "Room Bookings", and "Exam". The "Room Bookings" tab is selected and circled in red. Below the tabs, there are two sub-tabs: "Pending" and "Approved". The "Pending" sub-tab is selected and circled in red. A search bar labeled "Keywords" is present with an "Apply Search" button. Below the search bar, there is a "Batch Options" button and "2 Results". The results are sorted by "Testing Date" and showing 20 items. Two pending booking requests are listed:

<input type="checkbox"/>	Student Name	Location	Time
<input type="checkbox"/>	Edward Scissorhands	OAS Testing Center	September 21, 2021 - 8:30 am
<input type="checkbox"/>	Edward Scissorhands	OAS Testing Center	September 21, 2021 - 2:00 pm

- Click the **students name** to open the pending request.

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8. Review the following information; **Quiz/Exam Date, Testing Time they have selected, Original Length of the Exam.**

The screenshot displays the Accorimodate interface for booking an alternative testing room. The breadcrumb trail is 'Home / Course / Course Details / Room Bookings'. The main heading is 'Alternative Testing Room Booking for Edward Scissorhands'. The form is divided into several sections:

- Navigation:** 'Course Details', 'Enrolled Students', 'Room Bookings' (active), and 'Exam'.
- Actions:** 'Submit', 'Save', and 'Cancel' buttons.
- Instructions:** '* indicates a required field'.
- Form Fields:**
 - Student ***: Edward Scissorhands. Note: 'Completing this field will cause the page to reload. All fields will retain their values.'
 - Testing Room ***: OAS Testing Center
 - Quiz/Exam Date ***: September 21, 2021
 - Time of Exam ***: 8:30 am
 - Original Exam Length (Minutes): ***: A text input field with a note: 'Please inform OAS of the allotted time the rest of the class will be given on this exam.'

Alternative Testing Room Booking Info:

- Created:** September 20, 2021, 8:28 pm
- By:** Edward Scissorhands
- Modified:** September 20, 2021, 8:28 pm
- By:** Edward Scissorhands

Course Information:

- Title:** Pirates 200
- Code:** PIR 200
- Semester:** Fall 2021
- Course:** May 24, 2021
- Start Date:** -
- Course End Date:** December 27, 2021
- Enrolled:** Yes
- Date Not Enrolled:** -

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- Then **Select Approve** (yes or no).
- Click **Upload New Exam** – which will bring you to a separate pop up window.

Accommodate

Home
Courses
Caption Requests

Testing Reviewed & Approved *

Yes No

Is the exam online? *

Yes
 No

I will adjust the time online:

Yes
 No

Upload Exam
If your exam is not ready yet, please still click on 'Upload New Exam' to provide additional details for OAS to prepare to proctor the exam.

[select] Clear

or Upload New Exam

Additional Documents *

Add Item

Submit Save Cancel

Accessibility Services Management System [Priv](#)

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11. Fill in the pop-up window fields.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Courses, and Caption Requests. The main content area is a modal window titled "Upload New Exam".

Upload New Exam

* indicates a required field

Exam

Course *
Pirates 200 (PIR 200)

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

Professor Contact Information *
(i.e. phone number, email, office, etc)

Test Length (i.e. how long the rest of the class has) *
Amount of time allotted for other students in the class

At the bottom right of the modal are two buttons: "Cancel" and "Submit Request".

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Accommodate

Home
Courses
Caption Requests

Upload New Exam

UPLOAD EXAM HERE *
Attach exam here



Drop files here to upload

[Upload File](#)

Start Date *

[Select](#) [Clear](#)

End Date *

[Select](#) [Clear](#)

Exam Requirements

SCANTRON

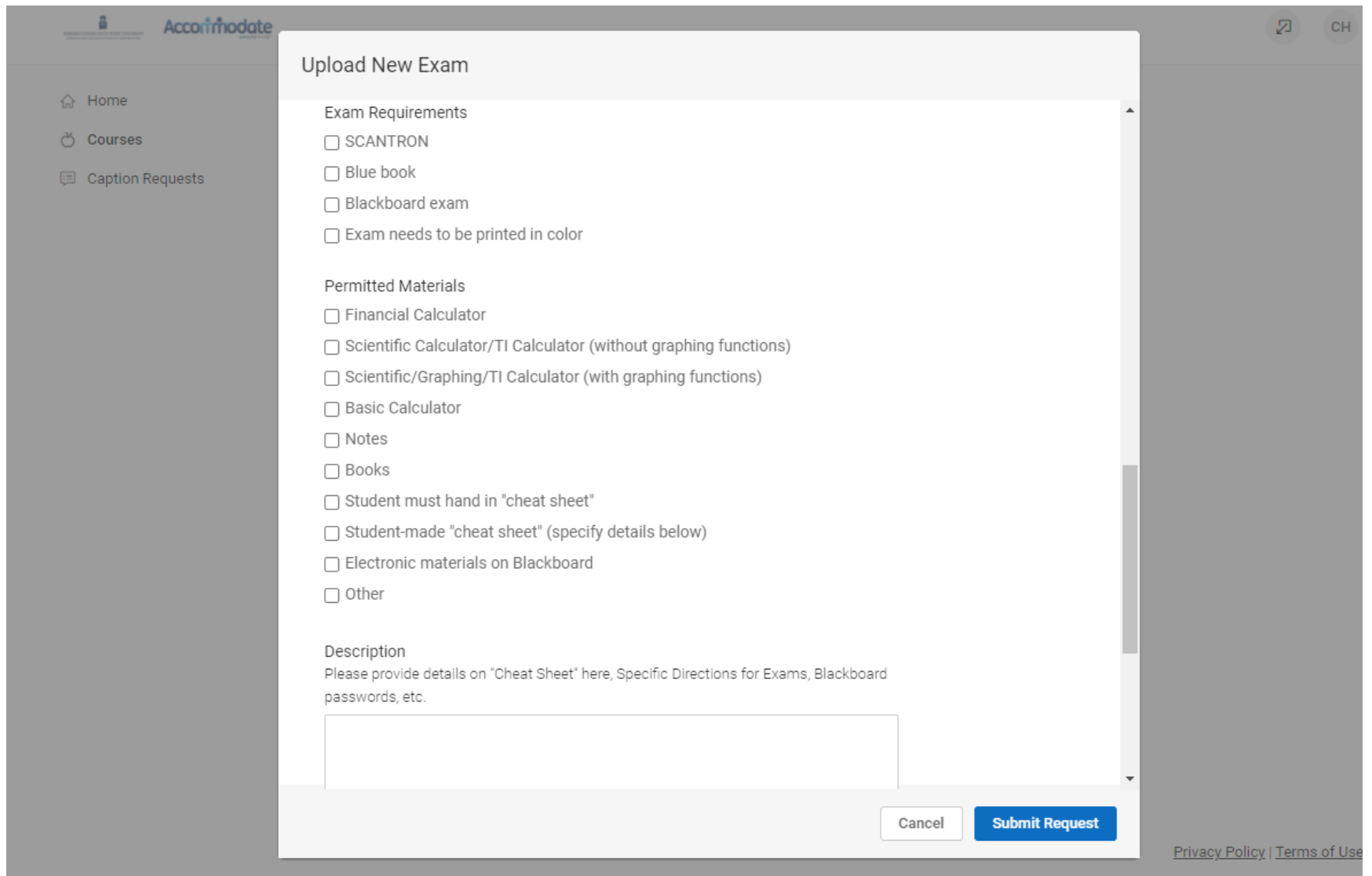
Blue book

Blackboard exam

[Cancel](#) [Submit Request](#)

[Privacy Policy](#) | [Terms](#)

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The screenshot shows the 'Upload New Exam' form within the Accommodate system. The form is titled 'Upload New Exam' and is set against a dark grey background with a sidebar on the left. The sidebar contains navigation links: 'Home', 'Courses', and 'Caption Requests'. The form itself is white and contains several sections of checkboxes and a text area.

Exam Requirements

- SCANTRON
- Blue book
- Blackboard exam
- Exam needs to be printed in color

Permitted Materials

- Financial Calculator
- Scientific Calculator/TI Calculator (without graphing functions)
- Scientific/Graphing/TI Calculator (with graphing functions)
- Basic Calculator
- Notes
- Books
- Student must hand in "cheat sheet"
- Student-made "cheat sheet" (specify details below)
- Electronic materials on Blackboard
- Other

Description
Please provide details on "Cheat Sheet" here, Specific Directions for Exams, Blackboard passwords, etc.

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Accommodate

Upload New Exam

Student-made "cheat sheet" (specify details below)

Electronic materials on Blackboard

Other

Description
Please provide details on "Cheat Sheet" here, Specific Directions for Exams, Blackboard passwords, etc.

Exam Return to Instructor *
Please note, due to COVID-19, the OAS will not be delivering exams to professor's mailboxes or offices. If professors are unable to deliver or receive exams via email, professors can do "Curbside Pickup". Please call the OAS Testing Center when you will be picking up your exam so we may deliver the exam to you outdoors.

The OAS will scan and email the exam to the Instructor's faculty email address

Curbside Pickup of Exam

Exam is Online

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**

Accessibility Services Management System Privacy Policy | Terms of Use

12. After **all** the fields have been completed in the pop-up window, select **Submit Request**.

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13. This will bring you back to the main screen where you already selected **Approve** (yes or no). Please hit **Submit** on this screen as well to complete the steps.
14. Once you hit submit, OAS will be notified that the exam has been uploaded and will be able to access it through the system.