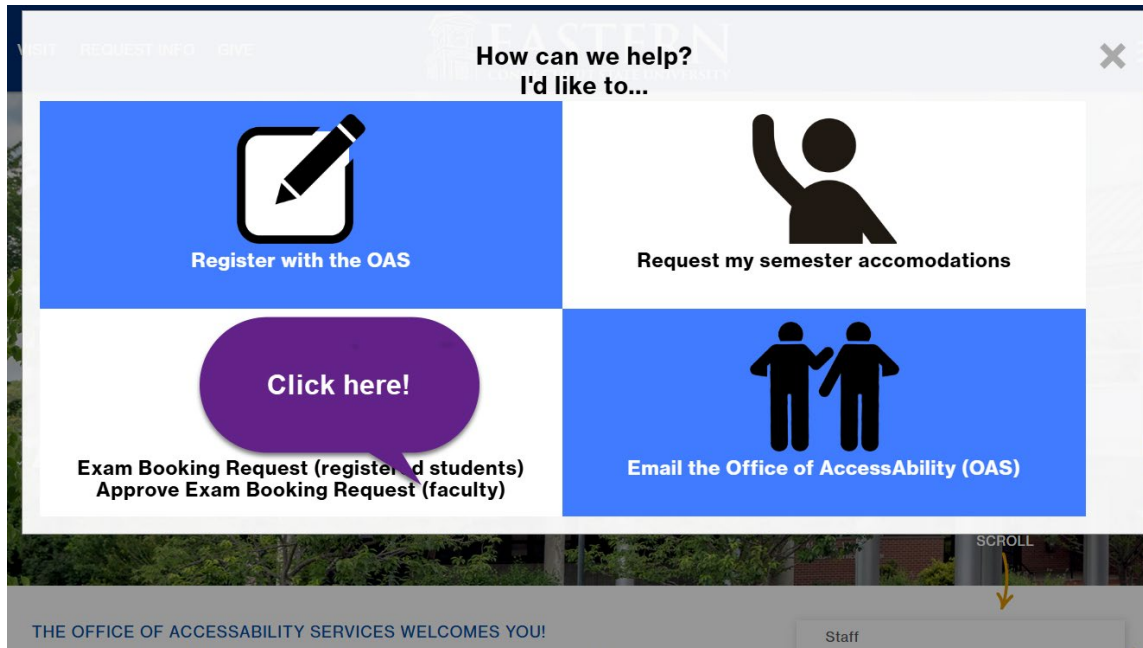


How to Approve Test Room Bookings – Faculty

Log into the [Accommodate Symplicity portal](#) accessed on the OAS website popup.



Faculty Information

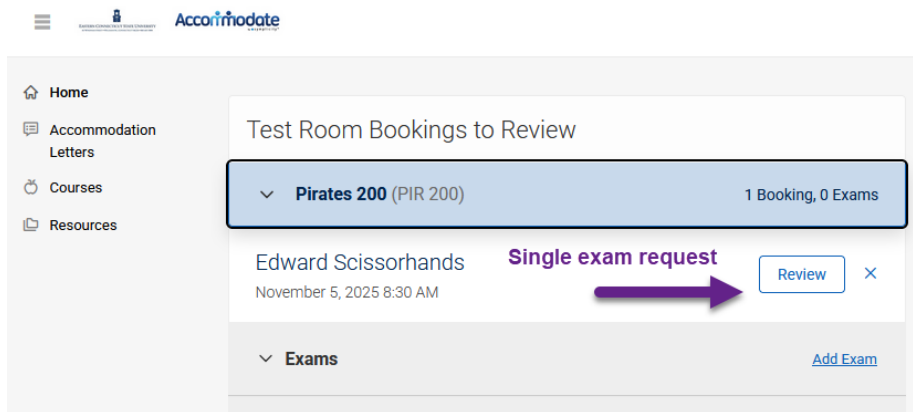
✓ How to Approve Exam Booking Requests

1. Visit [Accommodate Symplicity Login](#)
2. Select "**Faculty.**"
3. Enter your full email address and email password.

A screenshot of the Accommodate Symplicity login page. The page has a dark blue header with the "Accommodate" logo and a menu icon. Below the header, there are two tabs: "Sign in" and "Log In". Under the "Log In" tab, there is a prompt "Please enter your username and password." followed by two input fields: "Username (your Eastern Email Address)" and "Password". Below the password field is a "Go" button. Under the "Go" button is a link "Forgot Password?". At the bottom of the page, there is a link "Take your career search mobile". At the very bottom, there is a footer with the text "Accessibility Services Management System" and links for "Privacy Policy" and "Terms of Use".

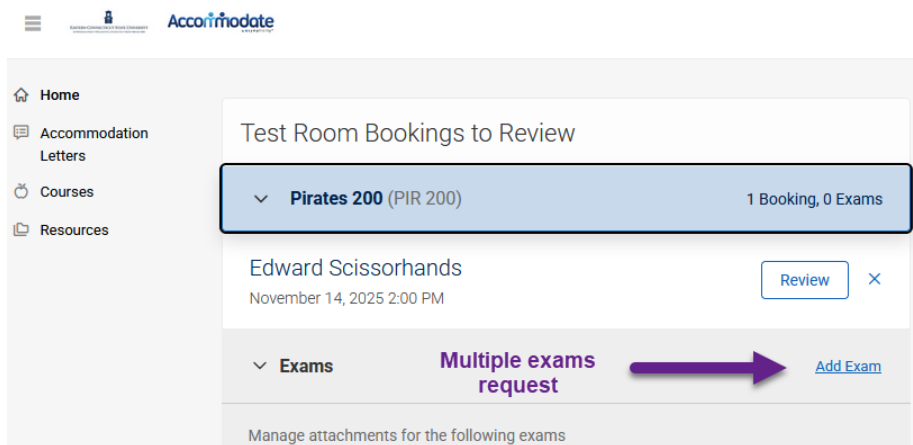
1a. Single exam steps:

If only approving 1 exam select >Review



b. Multi-exam steps:

Uploading for multiple students or if you have multiple attachments (i.e., exam, scantron sheet, etc.). Select >Add Exam



Note: Similar steps to single exams apply to multi-exams.

Select >Apply to all Records >Yes

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

This step connects the exam date you designate for the students in the class. If it must be taken at a specific time, please indicate in the open text box.

2. Ensure student selected correct date, time, and select yes to open the rest of the form.

Alternative Testing Room Booking

Student

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

Edward Scissorhands

Testing Room

OAS - Testing Center

Quiz/Exam Date

Nov 5, 2025



Date

Time of Exam

08:30:00



Time

Exam Length in Minutes (provided by student)

Note: Accommodated time will be calculated using time indicated by professor later in this form.

60

Testing Reviewed & Approved *

Please select an option to access the rest of the form.

☐ Yes ☐ No



Select

If approved,
select yes to open
form.

Save

If not approved, please explain.

3. **Enter the amount of time given to the class.** *Note: the OAS calculates accommodated time from the exam duration provided by professors (not by students).*

4. **Indicate whether it's a final exam.**

Select >Exam date >Required materials >Permitted materials (notes, books, study guides, etc.)

Testing Length *

Length of test administering to class

Final Exam *

☐ Yes ☐ No

Start Date of administration to class *

Start Date of administering Exam.

❗ Start Date of administration to class is required

End Date of administration *

End Date of administering Exam. Could be the same date as Start Date.

❗ End Date of administration is required

Exam Requirements*

Search

- ☐ Default: Print in black and white
- ☐ SCANTRON
- ☐ Blue book
- ☐ Blackboard exam
- ☐ Exam needs to be printed in color

Required Exam Materials

Permitted Materials*

☐ Basic Calculator

☐ Books

☐ Electronic materials on Blackboard

☐ Financial Calculator

☐ No Permitted Materials

☐ Notes


☐ Other

☐ Scientific Calculator/TI Calculator (without graphing functions)

☐ Scientific/Graphing/TI Calculator (with graphing functions)

☐ Student must hand in "cheat sheet"/reference sheet

☐ Student-made "cheat sheet"/reference sheet (specify details below)

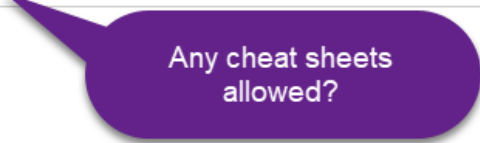


Permitted materials during exam

5. Describe cheat sheet information (*if permitted*), add contact info, and additional notes the OAS might need to know.

Cheat Sheet specifications


Please specify if 3x5 index card single or double sided, or 8.5x11 single or double sided sheet.



Any cheat sheets allowed?

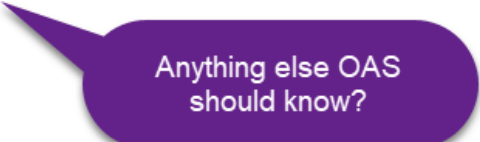
Professor Contact Information *

(i.e. phone number, email, office, etc.)



In case we need to contact you

Faculty Notes



Anything else OAS should know?

6a. ONLINE EXAMS:

Enter password (if needed) >Adjust time if on Blackboard >Save

*** The OAS only hosts online exams if they are proctored in class.**

Is this Exam going to be online? *

☒ Yes ☐ No



If exam or quiz is on Blackboard and it requires a password, please include the password here:

Include password

I will adjust the time online:

☐ Yes

☐ No



Save

Don't forget to save!

b. IN-PERSON EXAMS:

Upload exam >Select a return option >Save

Is this Exam going to be online? *

☐ Yes ☒ No



Upload in-person exams

Upload Exam: *



Drop or browse files to upload

Exam Return to Instructor*

Search



- ☐ Delivery To Faculty Mailbox
- ☐ Delivery to Faculty Office
- ☐ Pick up at OAS Testing Center
- ☐ Scan & send to Faculty Eastern email

Select return option

(If select delivery to faculty office, include the office number).

If you chose "Delivery to Faculty Office", please indicate your office number.

Please specify your office number (ex: Wood 204)

Wood 204

Be as specific as possible

Save



****Exams will be delivered as soon as possible by end of day or within 24 hours depending on staff availability.***