How to Approve Test Room Bookings – Faculty
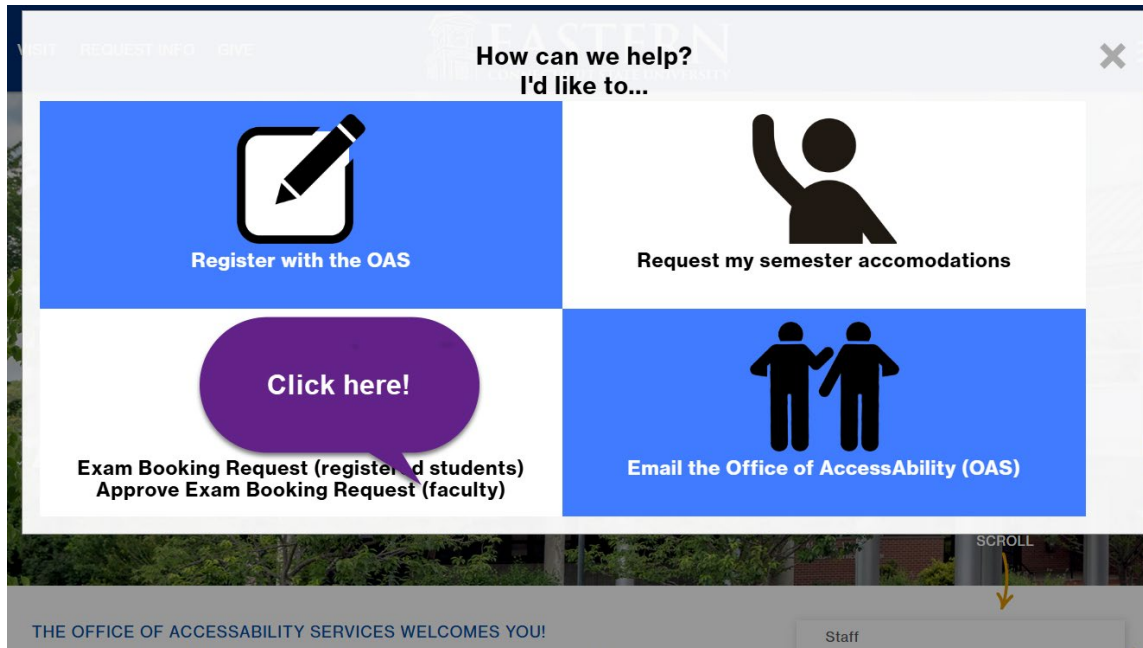
Log into the Accommodate Symplicity portal accessed on the OAS website popup.

1a. Single exam steps:
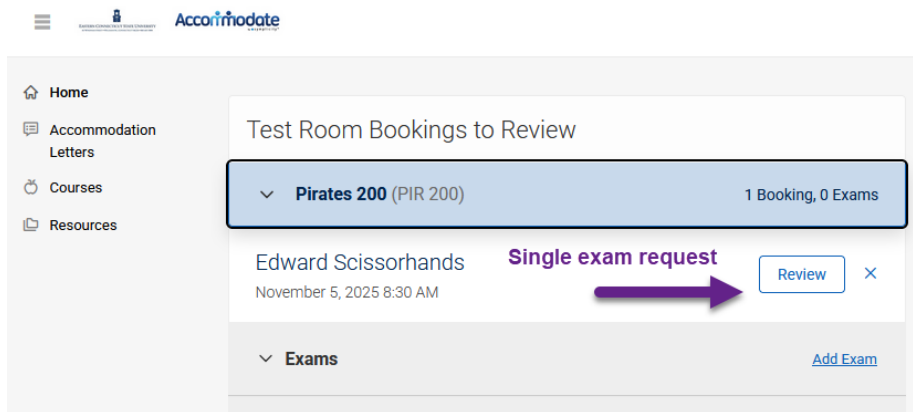
If only approving 1 exam select >Review

b. Multi-exam steps:

Uploading for multiple students or if you have multiple attachments (i.e., exam, scantron sheet, etc.). Select >Add Exam
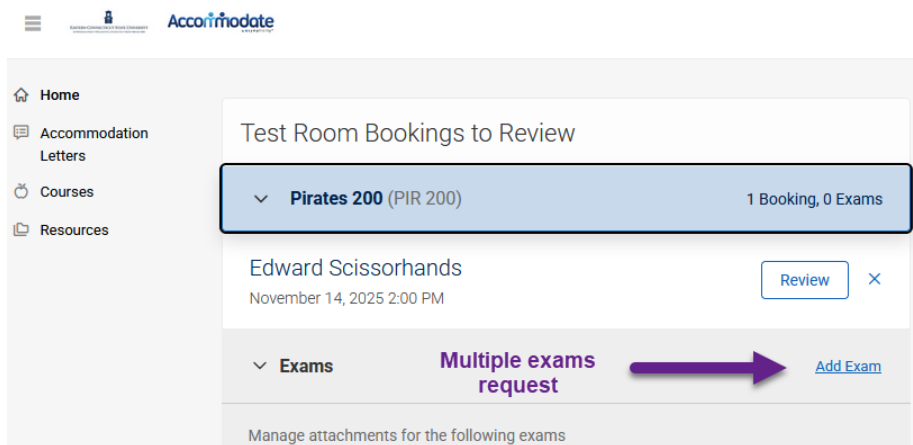
Note: Similar steps to single exams apply to multi-exams.

Select >Apply to all Records >Yes

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 yest 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   **Required Exam Materials**

☐ Blackboard exam

☐ Exam needs to be printed in color

Permitted Materials*

Search ⌄

☐ 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

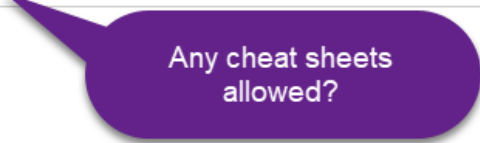☐ Student-made "cheat sheet"/reference sheet (specify details below)

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.
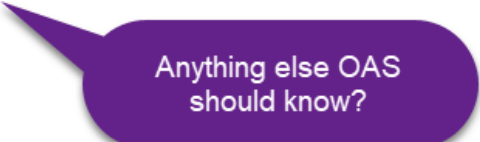
Any cheat sheets allowed?

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 **Select return option**

☐ Delivery to Faculty Office

☐ Pick up at OAS Testing Center

☐ Scan & send to Faculty Eastern email

(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.