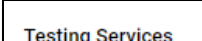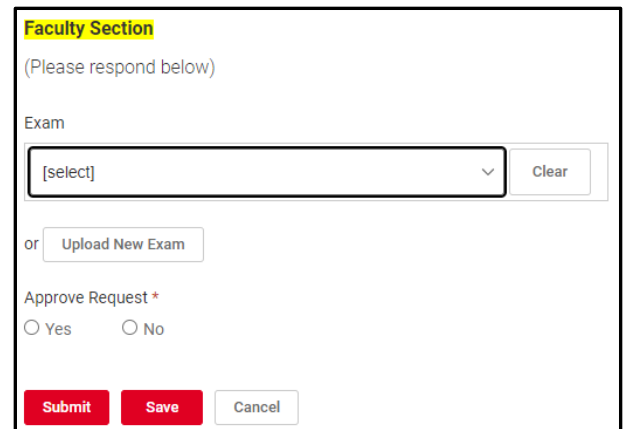# Testing Services - Uploading a coversheet & exam in Accommodate

==All exams must have a coversheet that is submitted through Accommodate.==

Please see the details below for information about completing a coversheet/exam submission in Accommodate.

1) Login to Accommodate.
2) From your Homepage, navigate to "Courses" 🍎 **Courses**
3) From your Course Catalog, choose the test for which the student is registering.
4) Within your course, navigate to the "Testing Services" tab. **Testing Services**

5) By default, you will see students with registration requests pending your approval. To add a coversheet and/or test to a student's registration, click on the student's name.
6) The student registration will open. Scroll down to the "Faculty Section."
7) In the Faculty Section, you can add to the student's registration an existing test that you have already uploaded or upload a new exam. To upload a new exam or submit an exam coversheet, select the "Upload New Exam" button to open the exam submission window. Instructions on completing an exam submission are provided on the following pages of this document.
8) You must also approve or deny the request by selecting "yes" or "no" under the Approve Request field. Once complete, select **"submit".**

Once submitted, the student's registration is completed, and Testing Services has received your test and/or coversheet.

If we have any questions about the details you have provided, we will reach out to you directly.

Faculty Section
(Please respond below)

Exam

[select] ⌄ | Clear

or | Upload New Exam

Approve Request *
○ Yes   ○ No

Submit   **Save**   Cancel

Uploading a test and completing the exam form (coversheet):

Exam:

This field asks about how you will get your test to Testing Services. To ensure efficient and secure delivery of your student's test, we recommend that you upload it to the form in Accommodate when completing the coversheet. This is the recommended method for submission.

However, you may also:

- Email the test to us (testdel@ucmail.uc.edu)
- Drop off the test in person at our center
- Send the exam to us via campus mail (0078)

Please note, even if the exam is online, these forms are still required so our staff can administer the exam correctly. If your online exam is password-protected, include the password in the "Other Materials/Special Instructions" section of the form.

Exam

Please select one of the exam submission options below: *

○ Attach to this form in Accommodate

○ Bring your exam to 1000 French Hall West

○ Campus Mail your exam to ML0078/Testing Center

○ Email your exam to testdel@ucmamil.uc.edu

○ This is an online exam

Exam Title:

All exams must have a title. This title should reflect the language that is in your syllabus. If you want, you can upload your test before students begin making registrations, and they will be able to select this test upon registration. So, it is very important that you title your exams in a way that will make clear to your students which test they should choose. To maintain student privacy, **student names or other personally identifiable information should *never* be included in a test title**. If you are using multiple versions of a test, please use a naming convention that anonymizes the test, for example "Test 1a" and "Test 1b". You will be able to choose which students are assigned to which test when approving their registration.

Exam Title *

Phone Number:

Please include a phone number that you can be reached during the test. It is important that faculty are available to answer questions during the student's test session, especially if they are available to do this during the class exam session. Testing Services will never share your phone number with the student.

Phone number where you can be reached during the exam *
(will not be shared with student)

Earliest/Latest Exam Dates:

Please use the date selectors to indicate the earliest and latest times Testing Services should administer your test.

Earliest Date to give exam *

Latest date to give exam *

Testing Timeframes:

This field is optional. If you want to specify when students can register to take the test, please indicate the allowed timeframes for each day. Make sure to include the latest time by which students should complete the test, keeping in mind any time accommodations.

If indicate times frames, students will only be allowed to make registrations during the parameters that you set.

Please choose the timeframes during which students are allowed to take the test.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
11:15 am	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am
11:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am
11:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am
12:00 pm	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
12:15 pm	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am
12:30 pm	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am
12:45 pm	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am
1:00 pm	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
1:15 pm	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am
1:30 pm	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am
1:45 pm	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am
2:00 pm	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
2:15 pm	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am
2:30 pm	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am
2:45 pm	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am
3:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm
3:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm
3:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm

Earliest/Latest Test Times

These fields are required. They will show Testing Services staff the earliest and latest times your test can be administered. Unlike the previous field, these fields do not affect a student's ability to register for the test during the specified timeframe. They are for Testing Services staff use only.

Earliest time to give exam *

Latest time to give exam *

Total test time for class:

Please indicate (in minutes) how much time the class takes for this exam. Testing Services will calculate any additional time for the student.

Total minutes allowed for class. Do not calculate extended time, Testing Services will do this. *

Materials allowed for class:

Please choose which materials the student will be allowed to use on their test. These materials should reflect those that the class will be using on their test.

Materials allowed for class *
- ☐ None
- ☐ Textbook
- ☐ Personal Computer
- ☐ Testing Services Computer
- ☐ Calculator
- ☐ Notes (on paper)
- ☐ Notes (electronic)
- ☐ Scantron
- ☐ Scratch Paper
- ☐ Note Card(s)
- ☐ Other

Other materials/instructions:

If there is any additional information or instruction that Testing Services should know, please provide it here. If you wish for your test to be returned via campus mail, please include your mail location in this section.

Exam passwords for online tests should be included in this field.

Other materials/special instructions:

Return Method:

Please let us know how you would like us to return the test to you. If returning via Accommodate, you will receive an automated email once the completed test is uploaded, with a link to the completed document.

For returns via Campus Mail (Mail Location), please include your campus mail location in the "Other materials/special instructions" section above.

Please Return Exam Via *
- ○ Accommodate
- ○ Email
- ○ Hold for Pick Up
- ○ Mail Location
- ○ This is an online exam
- ○ Other

Apply to all records:

If you select "Yes," your exam (including any uploaded test) will be applied to all existing approved or pending test registration requests for the same course within the date range you specified. This option is especially useful if multiple students are taking the same test for the same course. By selecting "Yes," you ensure that this coversheet and test are automatically applied to all relevant student registrations within the given date range.

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