
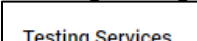


Accommodate Faculty Guide – Uploading Exams

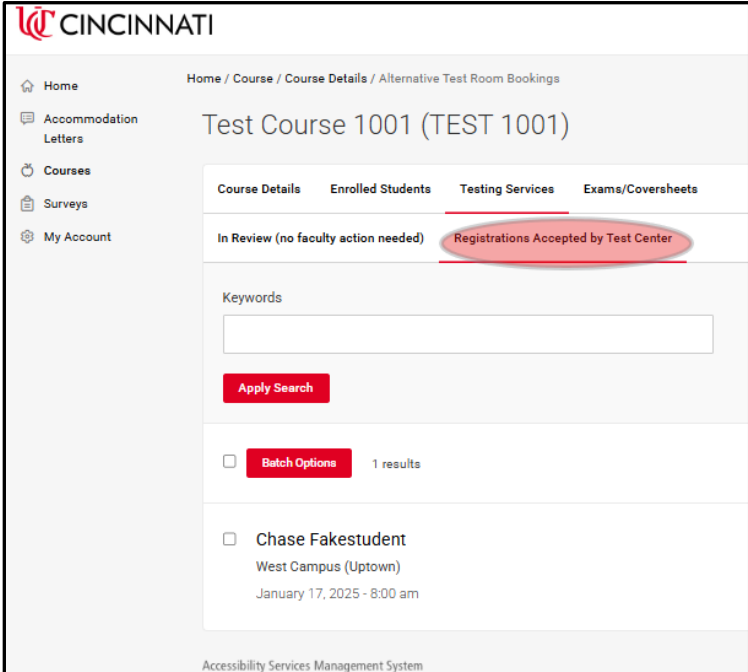
Faculty can upload their exams directly to Accommodate to share them with Testing Services. Since each course section is listed separately in Accommodate, we recommend using this option if you are uploading for one course section only. Faculty can make one upload and apply it to all students registered in that section. However, if you have students across multiple sections, you will need to create separate uploads within each section of that course.

If you teach multiple courses or sections that will take the same exam, it will likely be easiest for you to complete the fillable coversheet included with each registration notification and submit it, along with the exam, via email or drop-off at our office.

To submit on Accommodate:

- 1) Login to [Accommodate](#).
- 2) From your Homepage, navigate to “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. 

- 5) Here you will see two sub tabs:
 - a. “In Review (no faculty action needed)”
 - i. Registrations in this tab have not been reviewed by Testing Services. Faculty do not need to monitor this tab; Testing Services will pre-approve all registrations as they come in.
 - b. “Registrations Accepted by Test Center”
 - i. These registrations have been reviewed and accepted by Testing Services based on our availability. You will receive an email notification any time Testing Services accepts a registration.



Click on the “Registrations Accepted by Test Center” tab to see all registrations for this course for which you have been notified.

- 6) To upload a test to a student’s registration, click on the student’s name.
- 7) The student registration will open. Scroll down to the “Faculty Section.”
- 8) 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.
- 9) Once complete, select “submit”.

The screenshot shows the 'Faculty Section' interface. At the top, it says 'Faculty Section:'. Below that, there is a 'Faculty Action:' section with instructions: 'Attach an existing exam using the drop down menu, or add a new one using the "Upload New Exam/Coversheet" button.' There is a question: 'Do you approve the date/time of this request?' with a note: 'If no, please reach out to your student to discuss the issues with this request.' Below this are radio buttons for 'Yes' (selected) and 'No'. There is an 'Exam' dropdown menu with '[select]' and a 'Clear' button. Below the dropdown is a red oval highlighting the 'Upload New Exam/Coversheet' button. At the bottom are 'Submit', 'Save', and 'Cancel' buttons.

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.

You can also view all your test submissions and add new ones through the “Exams/Coversheets” tab within each course.

Here, you can click the “Add New Exam” button to bring up the Exam Upload page.

To delete an exam, click the exam title, then click “Delete” on the next page.

The screenshot shows the 'Test Course 1001 (TEST 1001)' interface. At the top, there are tabs: 'Course Details', 'Enrolled Students', 'Testing Services', and 'Exams/Coversheets' (highlighted with a red oval). Below the tabs is a 'Keywords' search box with an 'Apply Search' button. Below the search box are two buttons: 'Add New Exam' and 'Batch Options', followed by '1 results'. Below this is a list item for 'Test Course 1001' with details: 'testing_rooms', 'Starts January 13, 2025', and 'Ends January 17, 2025'. At the bottom, it says 'No file uploaded!'.

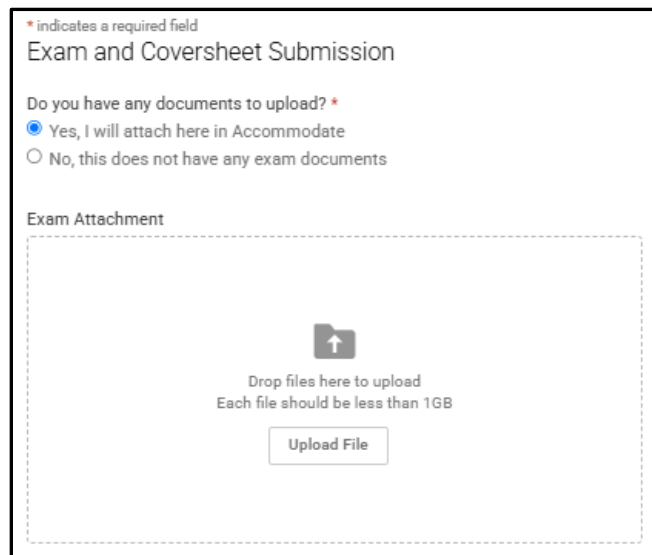
Uploading a test: Exam and Coversheet Upload:

Do you have any documents to upload:

If you have a test document to upload with this submission, you may do so at this time. You can also come back and upload it later.

If your test is online, choose “No, this does not have any exam documents” and proceed with completing the form.

Testing Services receives an email notification any time faculty upload or edit their test submissions. However, if you change test documents on the day of the exam, you should send us an email to let us know that we might need to print off the new tests.



* indicates a required field

Exam and Coversheet Submission

Do you have any documents to upload? *

Yes, I will attach here in Accommodate

No, this does not have any exam documents

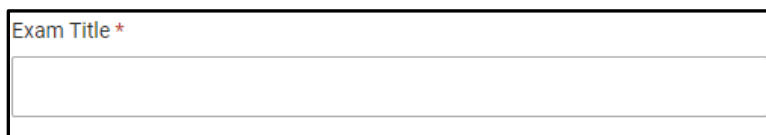
Exam Attachment

Drop files here to upload
Each file should be less than 1GB

Upload File

Exam Title:

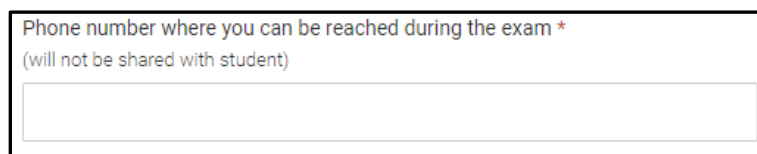
All exams must have a title. This title should reflect the language that is in your syllabus. If you want, you can upload your test before students begin making registrations, and they will be able to select this test upon registration. So, it is very important that you title your exams in a way that 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)

Exam Timeframe:

This field is required. 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 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 *

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.

Other materials/special instructions:

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

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

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

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.