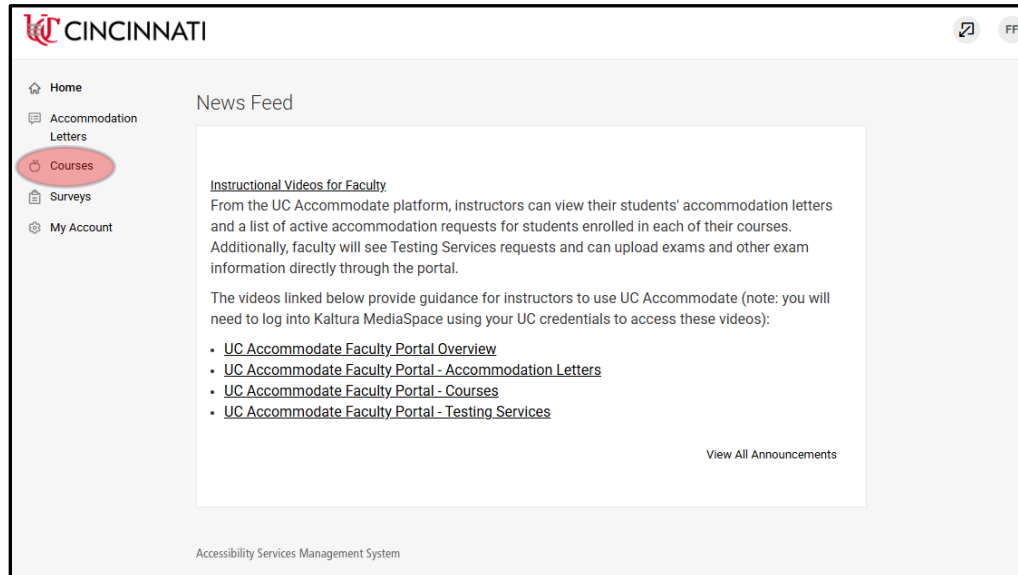


Accommodate Faculty Guide - Viewing & Denying Test Requests

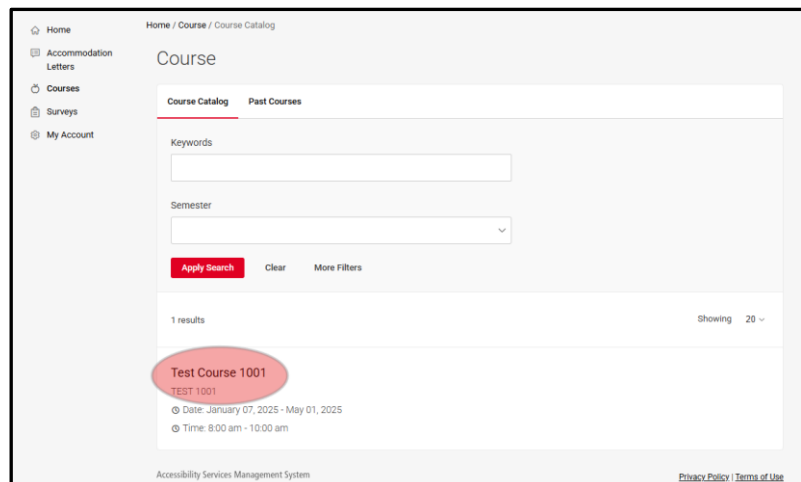
Students request testing appointments through Accommodate, and Testing Services reviews and accepts the requests based on the center's availability.

Once Testing Services accepts a student's registration, an email will be sent to faculty notifying you of the appointment. You can view active appointments at any time by following these steps:

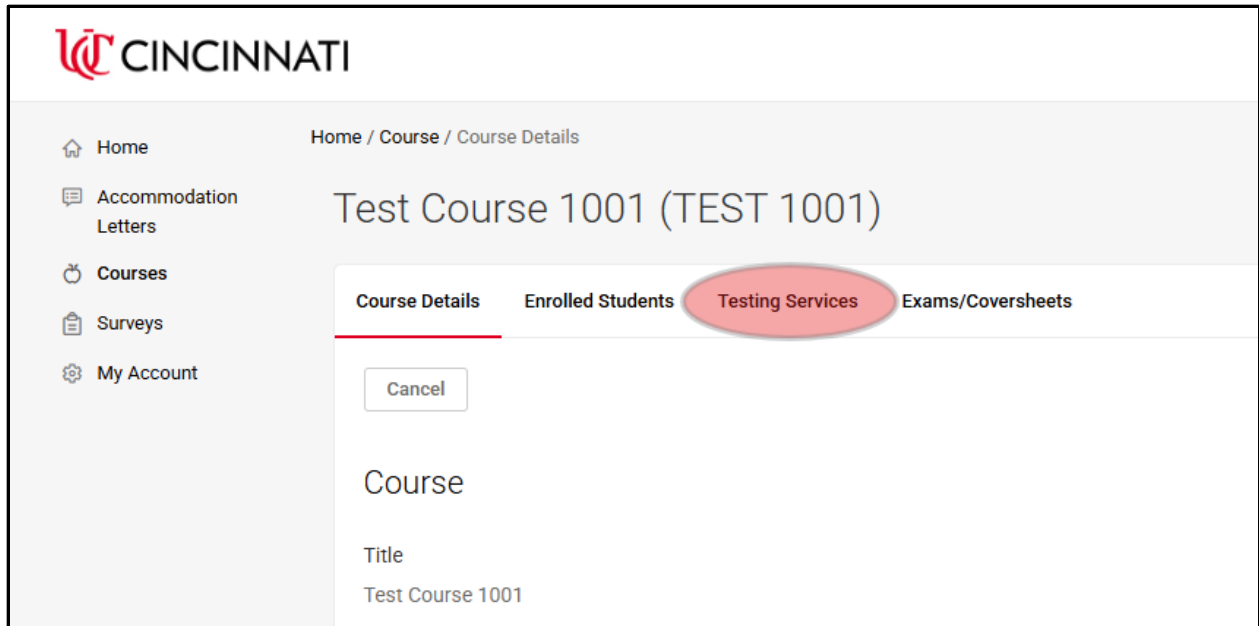
1. Log in to your [Accommodate](https://uc-accommodate.symplicity.com/) Faculty account with your UC 6+2 credentials. (<https://uc-accommodate.symplicity.com/>)
2. From the Accommodate home page, select "Courses" on the left navigation panel:



3. Choose the course for which the student in question is enrolled, or for which you want to see active registrations. This information can be found in your *New Accommodated Test Registration* email.



4. Select the “Testing Services” tab near the top of the screen:

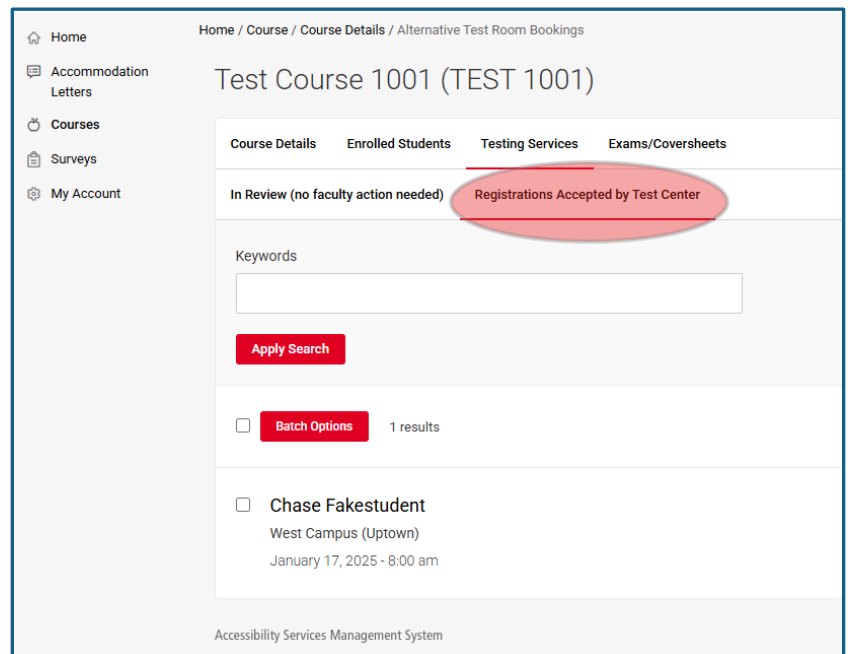


5. Within the “Testing Services” tab, you will see two sub tabs:

- a. “In Review (no faculty action needed)”
 - i. Registrations in this tab have not been reviewed by Testing Services.
- b. “Registrations Accepted by Test Center”

Select the “Registrations Accepted by Test Center” tab.

In The “Registrations Accepted by Test Center” tab, you will be able to see all active registrations for which you have been notified. Here, you can click on a student’s name to view more details about their registration, or upload test materials. You may also deny the student’s request here.



Denying a Student's Request:

When Testing Services accepts a student's test request, the student receives an email informing them that their faculty may deny their request if it does not align with their expectations.

To deny a registration, follow steps 1-5 above, then:

1. Click on the student's name:

Home / Course / Course Details / Alternative Test Room Bookings

Test Course 1001 (TEST 1001)

Course Details Enrolled Students **Testing Services** Exams/Coversheets

New Requests (no faculty action needed) **Registrations Accepted by Test Center**

Keywords

Apply Search

Batch Options 1 results

Chase Fakestudent
West Campus (Uptown)
January 17, 2025 - 8:00 am

Accessibility Services Management System

2. In the next page, scroll down to the "Faculty Section" at the bottom of the student's registration details.
3. Under the question "Do you approve the date/time of this request" select "No"
4. Then click "Submit" at the bottom of the page.

Faculty Section:

Faculty Action:

- Attach an existing exam using the drop down menu, or add a new one using the "Upload New Exam/Coversheet" button.

Do you approve the date/time of this request?
If no, please reach out to your student to discuss the issues with this request.

Yes No

Exam

[select] Clear

or Upload New Exam/Coversheet

Submit Save Cancel

Testing Services is here to help you! For questions, please contact Testing Services at (513) 556-7173 or email us at testdel@ucmail.edu.