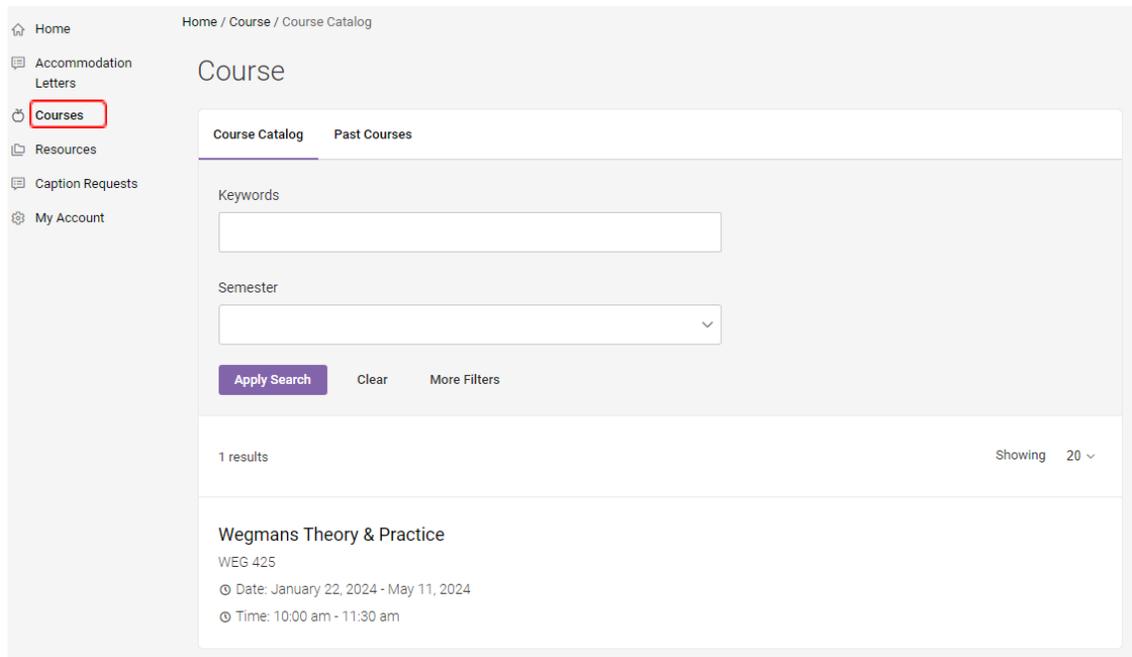


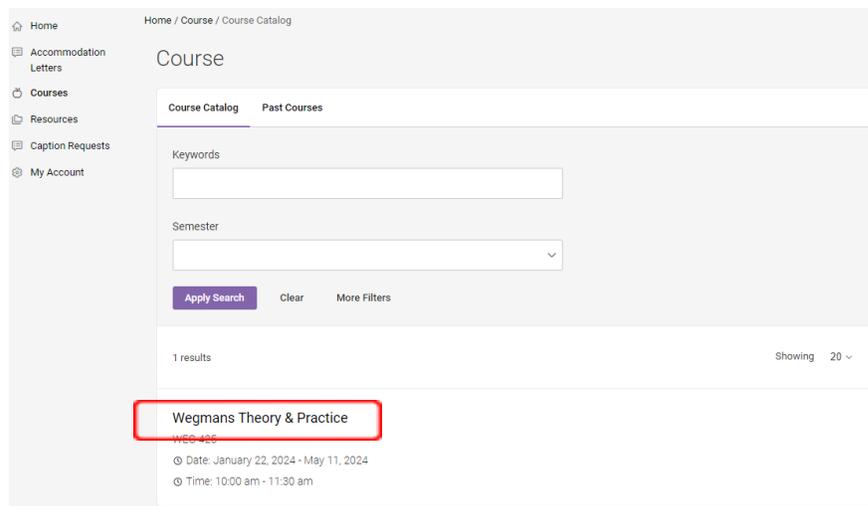
Accommodate

Faculty Guide: How to Confirm Exam Details

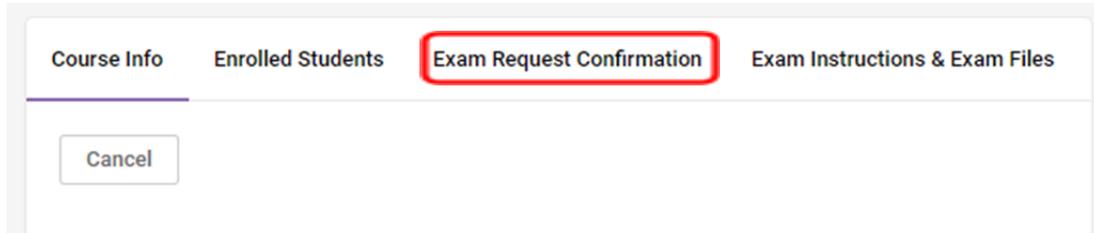
1. Log into [Accommodate](#).
2. Select "Courses" on the left-hand sidebar.



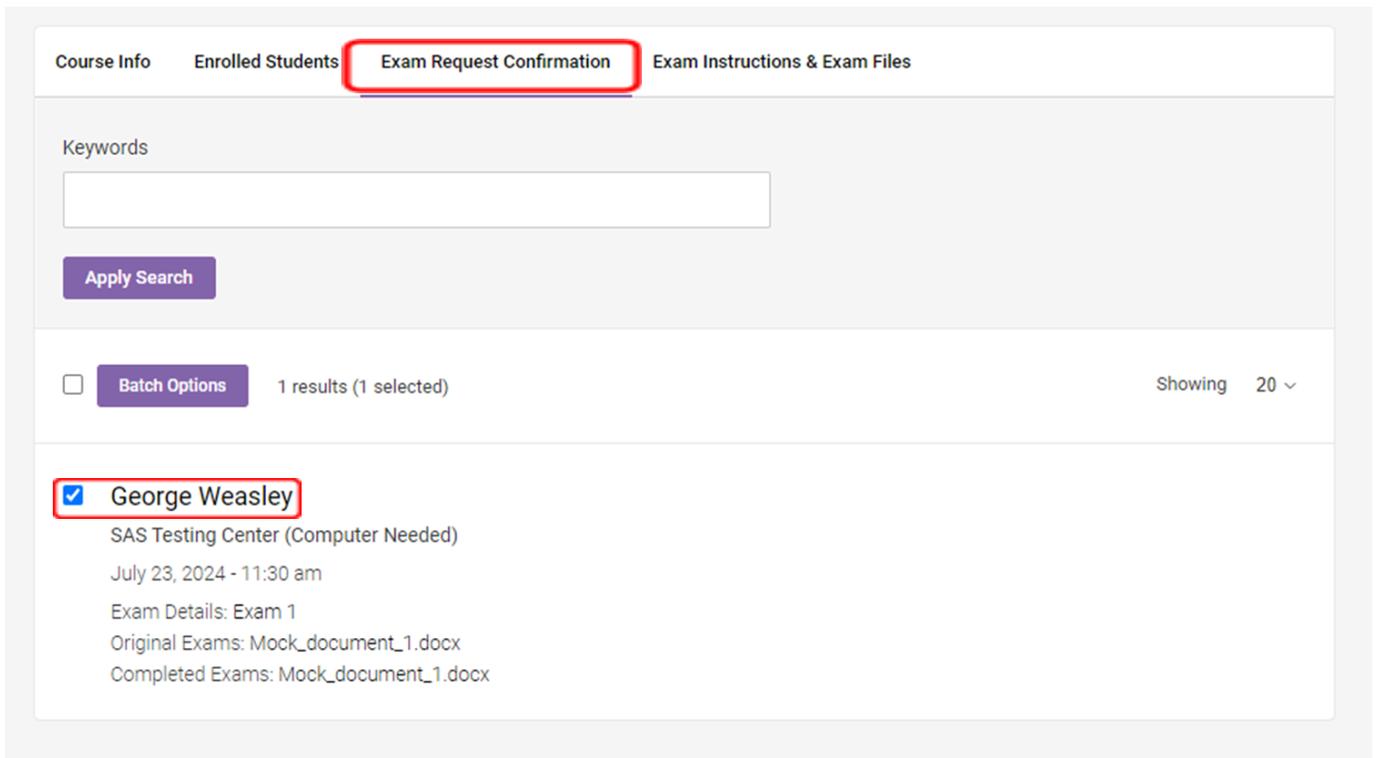
3. Click on the course you received the request for. This will be listed in the email you receive when a student submits a request.



4. Select "Exam Request Confirmation".



5. Select the name of the student.



6. Review the Appointment Information. The “Appointment Length” will reflect the length of your exam with the student’s extended time applied. **If this is inaccurate, please write a note under “Exam Instructions”.**

Student

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

George Weasley

Course

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

Summer Test (Test 101)

Exam Type

Exam

Testing Room

SAS Testing Center (Computer Needed)

Testing Date

July 23, 2024

Testing Time

11:30 am

Accommodations Needed

(1.5x) Extended time for quizzes, tests and exams, Distraction-reduced testing location for quizzes, tests and exams

Appointment Length

In minutes, including the students extended time accommodation (if applicable).

90

Student: Are you requesting to take the exam at a different date/time?

No

7. Select 'Yes' under Faculty Confirmation once exam details are reviewed and correct. Select 'No' under Faculty Confirmation if exam details are not correct and please add corrections under Faculty Comments.

Faculty Confirmation

Based on the provided information, please indicate your confirmation of this testing appointment.

Are the exam details above correct?

If not, please provide information in the comments below.

Yes

No

Faculty Comments

Please enter anything you'd like us to know.

It's actually on the 23rd.

Exam Information

Please submit as much information as possible to ensure accurate delivery of your exam. If you've already submitted exam instructions and chose to "Apply to All Exam Requests," you will see the title of the exam and the existing instructions will automatically be applied. If you would like to add a different exam and instructions for this student, please select "Upload New Exam/Instructions"

Existing Exam Instructions and/or Files

[select]



Clear

Exam 1

or

Upload New Exam/Instructions

Submit

Save

Cancel

8. Enter your exam information. Please be as specific as possible to ensure accurate delivery of your exam. Please upload your exam at this time.

Exam Information

Please submit as much information as possible to ensure accurate delivery of your exam. If you've already submitted exam instructions and chose to "Apply to All Exam Requests," you will see the title of the exam and the existing instructions will automatically be applied. If you would like to add a different exam and instructions for this student, please select "Upload New Exam/Instructions"

Existing Exam Instructions and/or Files

or

9. If you noted the appointment length was inaccurate based on the student provided information, please specify the correct exam length for SAS to make an adjustment. This will be how long the class receives to take the exam, before extended time is applied.

Test Length *

How long does the class receive to take the exam?

10. Check off all materials that will be allowed during the exam and specify a preferred method of contact. Please note the date/time of the appointment and designate a way we will be able to contact you during that period. This will allow students to ask questions or address concerns.

What is the best method of contact for you during the exam? *

Ex. cell phone number (strongly preferred), email address, office phone. Please note, we must be able to contact you to address any questions or technical issues on your exam.

11. Select how you would like the exam returned to you, as well as any extra notes you would like us to know.

Method of Returning Exam

How would you like your exam back?

Notes

Anything else we need to know?

12. If the exam instructions apply to all existing approved or pending exam requests for this course with a test date in between the exam start and end date, click 'Yes'.

Apply to All Exam Requests? *

If yes, these exam instructions will be added to all existing approved or pending exam requests for this course with a test date in between the exam start and end date.

Yes No

13. Click "Submit."

If you have any questions, please contact SASoffice@naz.edu or 585-389-2875.