

Students with Disabilities How to Upload an Exam

The University of Scranton uses Accommodate by Symplicity, a tool that enables the OSSS to manage accommodation requests and other services that accompany the requests.

Uploading an Exam

Only students who submitted documentation to the OSSS and have been approved after a rigorous vetting process are eligible for accommodations.

Students who want to take their examination in the OSSS will have to submit an Exam Booking Request through Accommodate. Once an Exam Booking Request has been submitted by a student, the faculty member will receive an email prompting them to verify the specifics of each exam, including dates, times, permissible equipment or tools, and will also be prompted to upload their exam via Accommodate. The faculty members are still welcome to drop off the exam in person.

To upload an exam and answer pertinent questions about the exam, follow the steps below:

Access Accommodate by logging into the my.Scranton portal - and clicking on the Faculty link on the left nav bar. Next, under the Faculty Links section click Accommodate.



1. Click Courses





OSSS	
Home Accommodation Letters	Home / Course / Course Catalog Course
🔆 Courses	Course Catalog Past Courses
	Keywords
	Semester
	Apply Search Clear More Filters
	2 resulta
	005-13 © Date: August 28, 2023 - December 16, 2023 © Time: 4:00 pm - 5:15 pm

2. Click Course Name

☆ Home	Home / Course / Course Details
Accommodation Letters	11638 MATH 005-13 Algebra (005-13)
💍 Courses	Course Datails Enrolled Students Alternative Test Room Bookings
Caption Requests	
	Cancel
	Course
	Title 11638 MATH 005-13 Algebra

3. Click Exam

OSSS	
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	Apply Search More Filters Add New Exam





4. Click Add New Exam

⇔ Home	Home / Course / Course Details / Exam
Accommodation Letters	[new record]
🔆 Courses	Course Details Enrolled Students Alternative Test Room Bookings Exam
	Submit Save Cancel Delete
	* indicates a required field
	Exam
	Course *
	11638 MATH 005-13 Algebra (005-13)
	Exam Name: i.e. Exam 1, Quiz 2, Midterm *
	Final Exam Indicating that an exam is a final will override the class day/time filter, if in use, and use
	the default final exam length from system settings.
	Test Length * Length of exam given to the class
	O Yes O No

0333	
OPPLY OF CONSTRUCTION ASSOCIATION	For Online Exam Accommodations
☆ Home	If the exam is in Brightspace and you need support, please contact
Accommodation	d2lexam@scranton.edu for assistance in extending the time.
Letters	Students may use the following during this exam:
🖄 Courses	Calculator
💷 Caption Requests	Computer
	Scrap Paper
	Table(s)
	Open Book
	Blue Book
	Open Notes
	Scantron
	□ N/A
	Comments:
	Attachments
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	Drop files here to upload
	Each file should be less than 1GB
	Upload File





Home Drop files here to upload Accommodation Each file should be less than 168 Letters Upload File Courses Upload File Caption Requests Start Date * Image: Start Date * Image: Start Date * Image: Start Date *								
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5. Fill out the entire form and upload your file in the *Attachment* field

a. If there are multiple students in the same section taking the same exam in the OSSS in the timeframe you indicate, select *Yes* in the *Apply to all records* area 6. Click **Submit**

