

Students with Disabilities

How to Review/Approve an Exam Request

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.

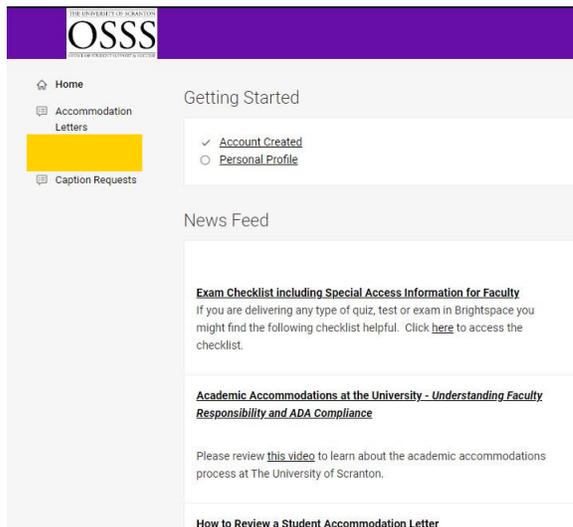
Reviewing/Approving an Exam (Test Room Booking) Request

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 review/approve an exam request 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**

The screenshot shows the OSSS Course Catalog search interface. On the left is a navigation menu with links for Home, Accommodation Letters, Courses, and Caption Requests. The main content area is titled 'Course' and has sub-tabs for 'Course Catalog' and 'Past Courses'. Below the tabs are search filters: a 'Keywords' text input field, a 'Semester' dropdown menu, and three buttons: 'Apply Search' (highlighted in purple), 'Clear', and 'More Filters'. Below the filters, it indicates '2 results'. One result is shown with a yellow highlight on the course code '005-13'. Below the code, the date is listed as 'Date: August 28, 2023 - December 16, 2023' and the time as 'Time: 4:00 pm - 5:15 pm'.

2. Click Course Name

The screenshot shows the 'Course Details' page for '11638 MATH 005-13 Algebra (005-13)'. The page has a navigation menu on the left and a main content area with tabs for 'Course Details', 'Enrolled Students', and 'Exam'. The 'Course Details' tab is active. Below the tabs is a 'Cancel' button. The course information is displayed as follows:

- Title:** 11638 MATH 005-13 Algebra
- Instructors:** Thomas C. Leong (thomas.leong@scranton.edu)
- Code:** 005-13
- Credit Hours:** 3
- Days:** Tuesday, Thursday
- Semester:** Fall 2023

3. Click Alternative Test Room Bookings

OSSS
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OFFICE OF STUDENT SUPPORT & SUCCESS

Home / Course / Course Details / Alternative Test Room Bookings

11638 MATH 005-13 Algebra (005-13)

Course Details Enrolled Students **Alternative Test Room Bookings** Exam

Keywords

Apply Search

7 results

[REDACTED]
OSSS Testing Room - Online Exam OSSS Computer
December 12, 2023 - 3:00 pm

4. Click on **Student Name**

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Home
Accommodation Letters
Courses
Caption Requests

Accommodations Needed

Uncheck the accommodations that you do not plan to use for this test room booking.

RDA, 1.5x Additional Time for Exams and Quizzes, Calculator

Testing Room *
OSSS Testing Room - Online Exam OSSS Computer

Testing Date *
2023-12-12

Testing Time
03:00 pm

Clear

5. Check to make sure the date and time of the exam are correct

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Home
Accommodation Letters
Courses
Caption Requests

Course
Completing this field will cause the page to reload. All fields will retain their values.
11638 MATH 005-13 Algebra (005-13)

Exam Label Provided by Student
Math Final Exam

Exam
[select] Clear

or Upload New Exam

Faculty Contact Information *
If OSSS needs to reach you during an exam, please provide the best contact information

Is this an Online exam? *
 Yes No

- The system will automatically fill the **Length** of the exam based on class duration multiplied by the student's accommodation
- In the field immediately below **Length**, indicate the number of minutes the exam/quiz/test is supposed to take; do not include any extension here

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Home
Accommodation Letters
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Length
180

Please indicate the length of the exam given to the class in minutes
This will not include any extended time.

Course
Completing this field will cause the page to reload. All fields will retain their values.
11638 MATH 005-13 Algebra (005-13)

Exam Label Provided by Student
Math Final Exam

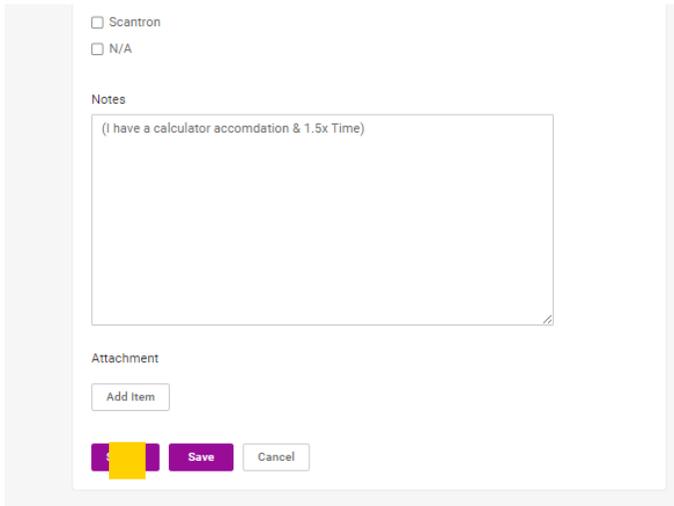
Exam
[select] Clear

or Upload New Exam

Faculty Contact Information *
If OSSS needs to reach you during an exam, please provide the best contact information

- You may upload an exam in the corresponding slot, or select N/A if the exam will be online or delivered to the OSSS in hard copy

9. If the exam will be administered via Brightspace, indicate so; if **Yes**, a couple of other fields will appear for you to complete



The screenshot shows a form with the following elements:

- Two checkboxes: Scantron and N/A.
- A section titled "Notes" containing a text area with the text "(I have a calculator accomodation & 1.5x Time)".
- A section titled "Attachment" with an "Add Item" button.
- At the bottom, a row of three buttons: a purple button with a yellow square, a purple "Save" button, and a white "Cancel" button.

10. Click **Submit**