

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.

Exam Checklist including Special Access Information

If you are delivering any type of quiz, test or exam in Brightspace you might find the following checklist helpful. Click [here](#) to access the checklist.

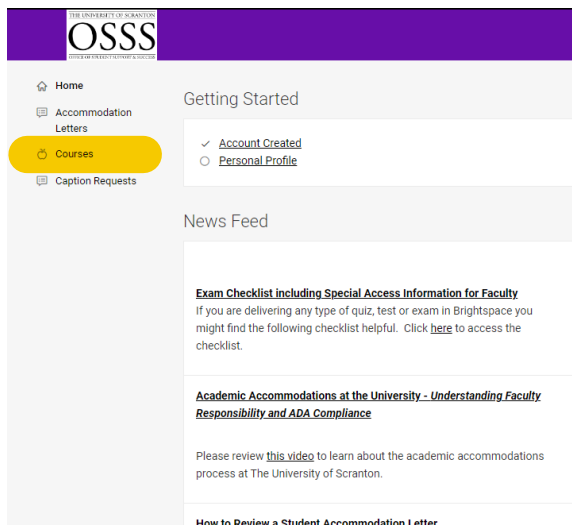
Reviewing/Approving an Exam (Test Room Booking) Request

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 page. 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 a sub-header 'Home / Course / Course Catalog'. Below this are two tabs: 'Course Catalog' (active) and 'Past Courses'. A search section contains a 'Keywords' input field, a 'Semester' dropdown menu, and three buttons: 'Apply Search' (highlighted in purple), 'Clear', and 'More Filters'. Below the search section, it indicates '2 results'. The first result is '11638 MATH 005-13 Algebra' (highlighted in yellow), with details: '005-13', 'Date: August 28, 2023 - December 16, 2023', and 'Time: 4:00 pm - 5:15 pm'.

2. Click **Course Name**

The screenshot shows the OSSS Course Details page for '11638 MATH 005-13 Algebra (005-13)'. The navigation menu on the left is the same. The main content area has a sub-header 'Home / Course / Course Details'. Below the course title are four tabs: 'Course Details' (active), 'Enrolled Students', 'Alternative Test Room Bookings' (highlighted in yellow), and 'Exam'. A 'Cancel' button is visible. The 'Course Details' section lists the following information: Title (11638 MATH 005-13 Algebra), Instructors (Thomas C. Leong (thomas.leong@scranton.edu)), Code (005-13), Credit Hours (3), Days (Tuesday, Thursday), and Semester (Fall 2023).

3. Click **Alternative Test Room Bookings**

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

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

4. Click on **Student Name**

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

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

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

OSSS
 OFFICE OF STUDENT SUPPORT & SUCCESS

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

or

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

6. The system will automatically fill the **Length** of the exam based on class duration multiplied by the student's accommodation
7. 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

OSSS
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Home
 Accommodation Letters
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 Caption Requests

Length
 Default length calculated by system based on length of class plus student's accommodation for extended time.
 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

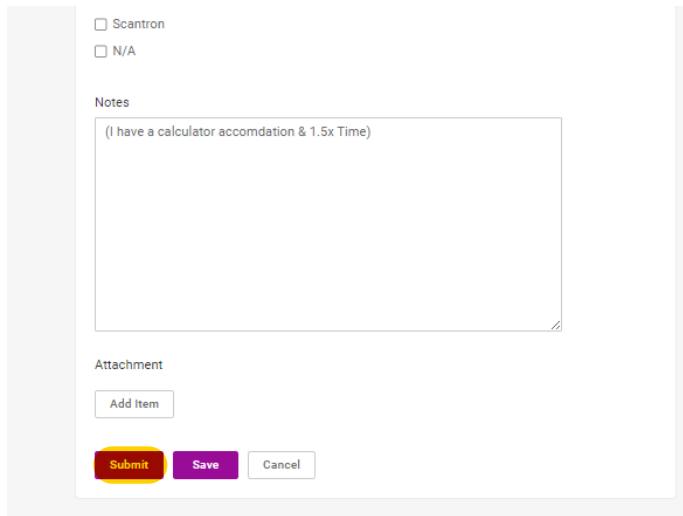
or

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

8. 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 web form for exam administration. At the top, there are two checkboxes: "Scantron" and "N/A". Below these is a "Notes" section with a text area containing the text "(I have a calculator accomdation & 1.5x Time)". Underneath the notes is an "Attachment" section with an "Add Item" button. At the bottom of the form are three buttons: "Submit" (orange), "Save" (purple), and "Cancel" (white).

10. Click **Submit**