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
2. Click **Course Name**

3. Click **Room Bookings**
4. Click on **Student Name**

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

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 D2L, indicate so; if Yes, a couple of other fields will appear for you to complete.

10. Click **Submit**