

Testing Center Requests in Accommodate (Faculty)

Your Accommodate portal will house important information about your students' accommodations - sdgs wi] TJ -0.002 Tc 0.002 Tw -0.9 -1.16 Td [(s)1 (el)-4 (ec)-6 (t)-5 (N)-1 (o)-5 (.)-6 ()]TJ /TT5 1 Tf 0.003

	···· ·	· · · · · · · · · · · · · · · · · · ·	skolty.
Lakalan			
	 Accommodation Letters 	Course	
\bigcirc	🖒 Courses		
		WV ACCONTENT	
		Norward-	
			Semester,
Spring 2022	~		
Sector analysical and the sector of the sect	r Jens		
a Descrite de activitation de la construcción de la	<u> </u>	<u>u un g u</u>	
		a Isros- V-	
		FRIND-TRO	
(04 Mile-Storage 19895-34 ave)			

1. After you login, select Courses' on the left side of the page and select the appropriate course.

- 2. Select "ADS Testing Services Centertab. You will have two subabs listed: Pending" and "Approved." New requests will be located in the "Pending" stab and previously viewed and approved testing requests will be located in the "Approved" stab.
- 3. Click on the student's name under the 'Pending' tab whose request you would like to address.

☆ Home H	me / Course / Course Details / Room Bookings	
🦳 🖕 🖛 commodation came	Γ΄-δέρδειώντεκωριών	
(

4. Review the request:

A) If the date/time is correct, proceed to the next step.

B) If the date or time that the student selected is incorrect, then scroll to the bottom of the page and select No. If you select no, then the Testing Request will be cancelled the student and Testing Center will be notified. The student will need to submit a new testing request.

Lingue (Commo Detaile (Door Duble average)		n Fome
ing Room Booking for Joey-Tribbiani		Accommodation Latters Alternative Test
		j Courses
rikelinis - Emerikel Starkinis - 2005 sedan Services Service - Update Californis. Booking Info	nji postata seria seria.	
Bucking into	Cubmit Com Co	
Created: 14av17[2020,13:33 - pm		
	By: Joey Tribbiani	MUROSARINA URB NEAT
ting Room Booking	Modified:May 17, 2022, 11:33	Alternative Test
By:	Joey Tribbiani	
		Student
	Completing this field will cause the page to reload. All fie	Ids will retain their values.
Joey Tribbiani	√ [keyword] G∎	-d-101
Testing Room	·	Semester Spring 2022
Testing Services-Center	~	Course: January 31/2022.
Date		
Chieros May 04 2022	Testing Date	

5. Click on "Upload New Exam. **You must do this step, even if you are not attaching the exam document.

Testing Time 4:00 pm	
Length In Minutes 180	
Course Completing this field will cause the page to reload. All fields will retain their values.	
or Upload New Exam Exam Exam	

- f. Enter the date of the exam in both boxes.
- g. Indicate the following:
 - i. is the student is permitted to leave the testing area for a restroom break
 - ii. how the Testing Center staff should proceed if the student arrives late
 - iii. which test materials are allowed on the exam

First date exam can be taken	01	
en ny en en sen en en menero.	ly dig ye olane na ordera den kan a de	ntenienzou ig enmitezenienzkih O Yan O ien .
e; pleasaindiaate:belawrirowrTeating		If student anives more than "Emfinale: Center staff should conneed
	Allmaneed Teogramication	- and - eff. do the flat flat and
Notes		
🗆 Open Book		
Calculator		
Other		

- h. Next, select how you would like the completed exam sent to you.
- i. If there is any additional information that needs to be shared to the Testing Staff, please type it in the available box. (i.e., exam passwords, special instructions, etc.). You can also indicate how you intend to deliver the exam if you are not uploading it to the portal (fax, email,)etc.
- j. Please share your best contact information (phone and email) in the event that the Testing Staff needs to contact you while the student is taking the exam.

- k. Next, if you have multiple students needing to take this test within the testing center, then select Yes "apply to all records" so you can select this exam for other students
- I. Last, selectSubmittReequest

You will be taken back to the student's request. Select "Yes" to approve the request and choose "Submit" to