Faculty – Exam Requests

Once you receive an email indicating an exam proctoring request has been submitted, please follow the instructions below. DSS has instructed students to submit their exam proctoring requests at least 4 business days prior to a scheduled exam.

*Please complete this information within 48 hours of receiving the request. We cannot approve and/or confirm students’ testing arrangements without this information.

Step 1: Log into the Accommodate system by using your SH credentials (shortname and password): https://shu-accommodate.symplicity.com

Step 2: Under the shortcuts heading, click on “Approve Exam Scheduling Requests”
Step 3: Select the course the student is enrolled in (refer to the exam proctoring request submitted by email)

Step 4: Select the “Exam Scheduling Requests” tab.
Step 5: Select the “Pending Requests” tab.

Step 6: Select the name of the student that submitted the request.
Information regarding the student’s exam request is displayed.

### Alternative Testing Room Booking for [Name]

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Enrolled Students</th>
<th>Exam Scheduling Requests</th>
<th>Exam</th>
</tr>
</thead>
</table>

- **Submit**
- **Save**
- **Cancel**

* indicates a required field

#### Alternative Testing Room Booking

**Student** *

**Course**

Genetics - BIOL 2221 - 1200-1250 - 08/26-12/17 - Schwartz Hall 113 - [Campus]

**Instructor Name** *

**Testing Room** *

South Orange - DSS Testing Center

**Testing Date** *

2019-09-25

**Testing Time**

12:00 pm

[Submit] [Save] [Cancel]
Step 7: Please verify the class exam length, and length of exam with accommodation if known. Indicate if the class is resuming for lecture following the exam and time of lecture. Please provide a phone number where you can be reached during the exam. Select from the list of allowed materials (if any).

<table>
<thead>
<tr>
<th>Length of Exam for Class *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please indicate how long the class receives for this exam:</td>
</tr>
<tr>
<td>75</td>
</tr>
</tbody>
</table>

Exam length with accommodation
Please indicate how much time student has with accommodations. If you're unsure DSS can edit based on response to above question about class exam length.

Are you able to take this exam at the same time the class is taking it?
yes

Will there be lecture following this exam or quiz?

If there is lecture planned, what time will lecture begin?

Phone number to reach you at in case there is an issue with the Exam and/or Exam administration *

Allowed Materials: *
- No Materials Allowed
- Open Notes
- Open Book
- Note Cards (please specify size below)
- Calculator
- Formula Sheet(s)
For all online exams administered at DSS we require a hard copy version of the exam questions sent ahead of time (in-person or via email) to use in the event that the online exam doesn't work and we can't fix it with you in a timely manner. Please provide all applicable exam passwords and platform being used to administer exam (Blackboard Password and Location with Blackboard, PAEA, HESI, ExamSoft, Exam Password, Resume Codes, & Review Passwords). If you do not use a password for Blackboard please indicate that here. Indicate the size of note cards (if allowed).

Exam Passwords
Please indicate for any online exams all pertinent passwords and information here including platform used (Blackboard, ExamSoft), passwords (to open exam, resume codes, review passwords) or indicate there are no passwords, and location of exam if on Blackboard to find it. DSS requires a hard copy version sent ahead of time that includes all exam materials in case any issues arise with online exam that we can't rectify with you to ensure students are not delayed in taking their exam at DSS.

Please specify size of Note Cards:

Additional Instructions:

Exam Delivery: *
- Exam will be emailed to DSS
- Exam is uploaded below (easiest)
- Student will access exam online
- Instructor will hand-deliver to DSS
Step 8:

Select the method for exam delivery. You have the option to upload the exam to the request, email the exam to dss@shu.edu, or hand deliver it. Exams must be submitted to DSS at least one business day in advance of the test administration in order for DSS to proctor your exam.

Also select the method of Exam Return. DSS can scan and email the exam to professors (South Orange only), professors can pick up the exam from DSS – Duffy Hall #67, or the student can submit the exam electronically.

Click on “Submit” once all information has been provided. DSS will then approve or decline the request. If the request is approved, you will receive an email from DSS indicating that. If the request is declined, please reach out to DSS to discuss. If you have any questions or concerns about the request, please contact DSS.