

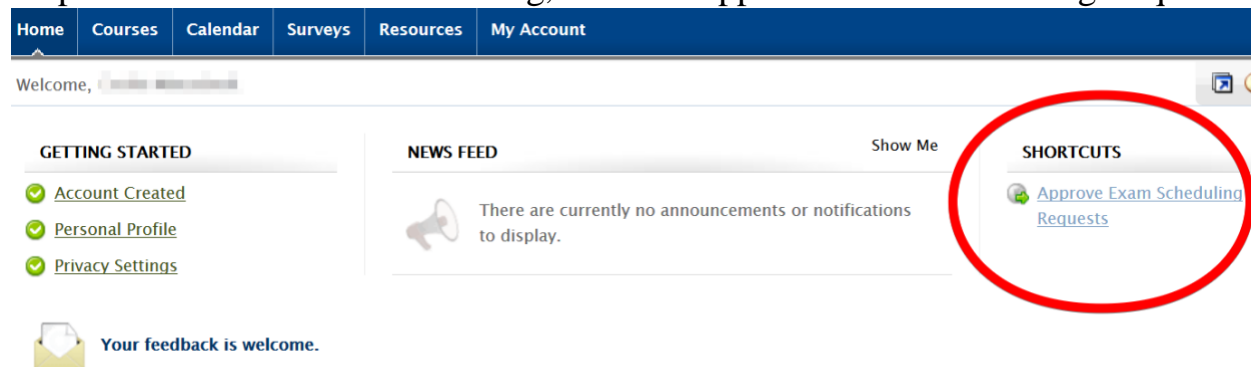
Exam Scheduling Requests

Once you receive an email indicating an exam proctoring request has been submitted, please follow the instructions below.

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

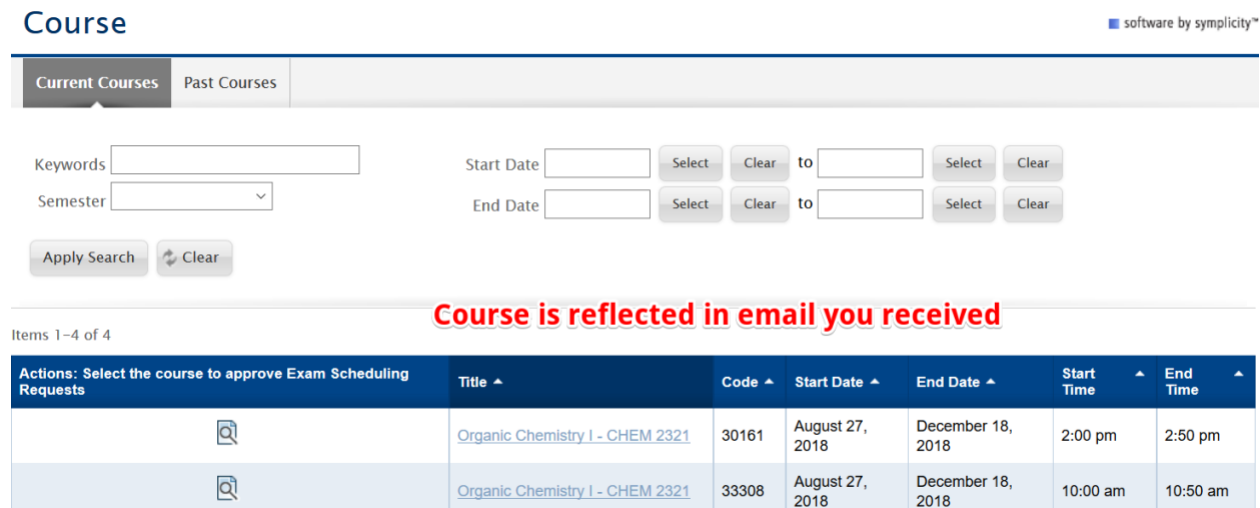
Step 1: Log into the Accommodate system by using your SHU credentials (shortname and password): <https://shu-accommodate.symplcity.com/>

Step 2: Under the shortcuts heading, click on Approve Exam Scheduling Requests



The screenshot shows the user interface of the Accommodate system. At the top, there is a navigation bar with links for Home, Courses, Calendar, Surveys, Resources, and My Account. Below this, a user greeting says 'Welcome, [username]'. The main content area is divided into three sections: 'GETTING STARTED' with links for Account Created, Personal Profile, and Privacy Settings; 'NEWS FEED' with a message that there are no announcements; and 'SHORTCUTS', which is circled in red and contains a link for 'Approve Exam Scheduling Requests'. A feedback message at the bottom says 'Your feedback is welcome.'

Step 3: Select the course the student is enrolled in (refer to the exam proctoring request submitted email)



The screenshot shows the 'Course' selection page. It includes search filters for Keywords, Semester, Start Date, and End Date. Below the filters is a table of courses. A red banner at the top of the table reads 'Course is reflected in email you received'. The table has columns for Title, Code, Start Date, End Date, Start Time, and End Time. Two courses are listed: Organic Chemistry I - CHEM 2321 with code 30161 and Organic Chemistry I - CHEM 2321 with code 33308.

Actions: Select the course to approve Exam Scheduling Requests						
	Title	Code	Start Date	End Date	Start Time	End Time
	Organic Chemistry I - CHEM 2321	30161	August 27, 2018	December 18, 2018	2:00 pm	2:50 pm
	Organic Chemistry I - CHEM 2321	33308	August 27, 2018	December 18, 2018	10:00 am	10:50 am

Step 4: Select Exam Scheduling Requests Tab

Home Courses Calendar Surveys Resources My Account

Organic Chemistry II – CHEM 2322 (20317)

Course Details Enrolled Students **Exam Scheduling Requests** Exam

Cancel

Course

Title Organic Chemistry II – CHEM 2322

Instructors

Code 20317

Days Monday, Tuesday, Thursday

Semester Summer 2018

Step 5: Select the Pending Requests tab

Home Courses Calendar Surveys Resources My Account

Welcome, [redacted]

Organic Chemistry II – CHEM 2322 (20317)

Course Details Enrolled Students **Exam Scheduling Requests** Exam

Approved Requests **Pending Requests: To approve requests choose the edit icon under the Actions tab**

Testing Date to Keywc
Stuc

Date and Time the class is taking this exam to

Step 6: Scroll down and select the edit option for the student

Course Details | Enrolled Students | **Exam Scheduling Requests** | Exam

Approved Requests | Pending Requests: To approve requests choose the edit icon under the Actions tab

Testing Date to

Keywords

Student

Date and Time the class is taking this exam to

Batch Options
 Items 1 - 1 of 1

	Student	Exam (Object)	Testing Room	Testing Date	Testing Time
<input type="checkbox"/>	[Redacted]		DSS Testing Center	July 30, 2018	10:00 am

Step 7: Fill out the requested information

Alternative Testing Room Booking for [Redacted]

software by simplicity

Course Details | Enrolled Students | **Exam Scheduling Requests** | Exam

* indicates a required field

Alternative Testing Room Booking

Student* [Redacted]

Testing Room* DSS Testing Center

Testing Date*

Testing Time

Length In Minutes

ALTERNATIVE TESTING ROOM BOOKING INFO

Created: Thu, July 26, 2018, 2:33 pm
 By: [Redacted]
 Modified: Thu, July 26, 2018, 2:33 pm
 By: [Redacted]

COURSE INFORMATION

Title: Organic Chemistry II - CH
 EM 2322
 Code: 20317
 Semester: Summer 2018
 Course Start Date: July 9, 2018
 Course End Date: August 9, 2018
 Enrolled: Yes
 Date Not Enrolled: -

*be sure the request indicates the amount of time **the class** has to take the exam. Our system will automatically calculate the student's length of time for the exam based on their approved, extra time accommodation.

Instructor Name*

Notes – Please include any extra testing instructions or allowed equipment

Are you able to take this exam at the same time the class is taking it? yes no

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)
- Computer

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

You have the option to upload the exam to the request, email it to dss@shu.edu or hand deliver it. Exams must be submitted to DSS one business day in advance of the test administration in order for DSS to proctor your exam. You will continue to receive email reminders to submit the exam, if you have not already done so.

Exam Delivery:*

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

Exam Return:*

- Student will submit electronically
- DSS will scan/email to Instructor (South Orange only)
- Instructor will pick up from DSS (Required for IHS Campus unless exam is submitted online)

Attachment

+ Add Item

Step 8: Submit

Step 8: 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