AccessAbility Services
Processing Exam Proctoring Requests – Faculty Members

1. Go to: Accommodate Portal (https://wcsu-accommodate.symplicity.com/faculty)
2. Enter user name (i.e., morele) and email password

3. Click “Courses” tab from the left navigation menu. If you do not see a menu, look at the top of the screen and click the three lines to view the menu.

4. To review a students request to take an exam in AccessAbility Services. Select the appropriate course from the list of classes.
5. Click “AAS Exam Proctoring” from the top menu, then “Pending Proctoring Details”

6. Select the student you need to provide proctoring directions for. This will open their request to take the assessment in AAS. If you have the assessment prepared, select “Upload New Exam”. If you have already uploaded the exam to a different student's account, you can use the drop down to select the exam.

7. Enter exam Title, such as Exam 1.
   
   If you have two parts of an exam that need to be taken on the same day that are in two different files, you will need to upload the sections separately. We ask you title the assessment Exam 1 (part 1 of 2) so that we are aware we are looking for two parts to administer.

8. Skip “Description” and identify if the exam is a final exam.
   
   If you identify the exam as a final exam, please note this will default the system to the standard final exam time of 2 hours for the class. If you have a different final exam administration time for your class, select no.
9. Enter the “Test Length” for the class.

   AccessAbility Services will calculate a student’s extended time off this amount.


   Attachment

   File
   For files over 10 Mb, please use the Large Upload button. It requires latest
   version of Flash plugin to be installed on your system, and your browser needs to
   allow popups from this site.

   Choose File | No file chosen | Large Upload (Flash)

11. Enter date range assessment can be administered.

   AAS recommends that you provide a week range if you have a student who is approved to
   make up missed quizzes/exams, as a safety precaution. Do not enter anything for the times.

   Start Date *
   
   Select | Clear

   End Date *
   
   Select | Clear

12. Select “Apply to all records” and click “Submit Request”.

   Apply to all records
   If selected yes, assessment will be added to all existing approved or pending requests
   for the same course with a test date in between the exam start and end date.
   ○ yes      ○ no

   Cancel | Submit Request
13. Once the exam is uploaded to the students account, provide proctoring directions. You will see the students request and date/time they plan to take the assessment in AAS, if applicable. Enter the amount of time you will provide to the class and materials allowed.

*AccessAbility Services will calculate a student’s extended time off this amount.*

How much time is the class given for the exam?
in minutes (AccessAbility Services will calculate the extended time off this amount)

Accommodated Exam Length
AccessAbility Services will adjust this time based on answer above.

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Materials Allowed
- No Materials Allowed
- Calculator: Simple
- Calculator: Non-Graphing
- Calculator: Any

14. Enter exam delivery, exam return, your contact information and any other proctoring instructions.

Exam Delivery *

Exam Return *

Should our office need to contact you before or during the assessment, how should we do that? *

Any other special instructions the office should know?

15. Select “Yes” under “Testing Appointment Processed”.

Testing Appointment Processed *

Please select “yes” to move this request to your “processed” proctoring folder once you have provided proctoring directions. You can come back later to upload the actual exam.

- yes
- no