



## AccessAbility Services

### Processing Exam Proctoring Requests – Faculty Members

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

WESTERN CONNECTICUT STATE UNIVERSITY

Sign in

Log In

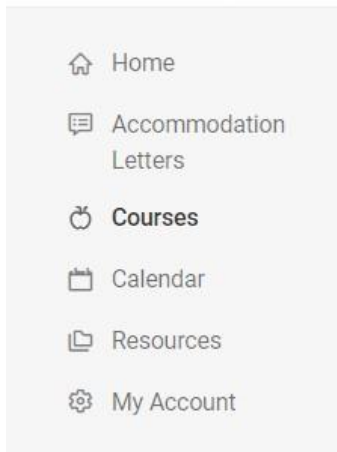
Please enter your username and password.

Username  
(your )

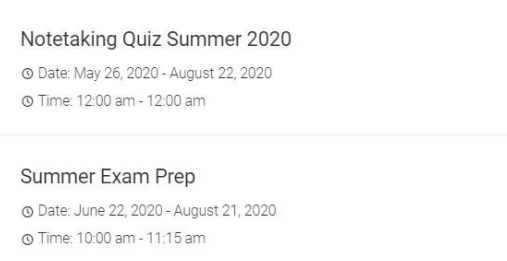
Password

Sign In

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 “Faculty Proctoring Instructions”

Course Details   Enrolled Students   **AAS Exam Proctoring**   Inventory   Course Notes

AAS Pending   **Faculty Proctoring Instructions**

6. Select the student you need to provide proctoring directions for. You will see the students request to take the assessment in AAS. Please refer to your confirmation email for the date of the exam in class as if the student requests to take it at an alternative day/time, you will see that date indicated under “Date of Test in Class”, 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.

113

Materials Allowed

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

7. 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?

8. If you have the assessment prepared, select “Upload New Exam”. If you have already uploaded the exam to a different students account, you can use the drop down to select the exam.

Exam

or

9. 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.*

Exam

Course \*

Summer Exam Prep ()

Title \*

10. 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.*

Description

Final Exam

Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.

yes  no

11. Enter the "Test Length" for the class.

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

Test Length \*

12. Upload assessment.

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.

No file chosen

13. 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 \*

End Date \*

14. 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

15. Click "Submit" on AAS Exam Proctoring page. You will need to provide proctoring directions for all students listed in the "Faculty Proctoring Instructions" page.