AccessAbility Services
Processing Exam Proctoring Requests – Faculty Members

1. Go to: Accommodate Portal (https://wcsu-accommodate.symplicity.com/faculty)
2. Enter username (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 student’s request to take an exam in AccessAbility Services. Select the appropriate course from the list of classes.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 26, 2020</td>
<td>12:00 am - 12:00 pm</td>
<td>Notetaking Quiz Summer 2020</td>
</tr>
<tr>
<td>June 22, 2020</td>
<td>10:00 am - 11:15 am</td>
<td>Summer Exam Prep</td>
</tr>
</tbody>
</table>
5. Click “AAS Exam Proctoring” from the top menu, then “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.

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

8. 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.
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.

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 2.5 hours for the class. If you have a different final exam administration time for your class, select no.

11. Enter the “Test Length” for the class.
    AccessAbility Services will calculate a student’s extended time off this amount.

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 *

[ ] Select  [ ] Clear

End Date *

[ ] Select  [ ] Clear

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

Applying to all records

If selected, assessment will be added to any approved or pending request for the same course with a test date between the exam start and end date.

[ ] yes  [ ] no

[ ] Cancel [ ] Submit Request

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. The student’s request and your
   instructions will remain in “pending” until someone in AccessAbility Services verifies that the
   instructions are clear and complete. Once it is moved to “completed”, you will not be able to make
   any changes. If you realize that you’ve made a mistake, please call our office at 203-837-8225 to give
   us the correct information so we can edit