WESTERN CONNECTICUT STATE UNIVERSITY

Exam Procedures for Students with Accommodations
A Faculty Guide from AccessAbility Services

Faculty members will be notified via WCSU email when a student submits a proctoring request through AccessAbility Services. This allows students to schedule exams based on their schedule to avoid conflicts with other courses. Students are expected to schedule their exam at the same date and time as the class. ==In unique situations a student may request to take an assessment at a different date/time. Faculty will have the opportunity to view the student's alternate date/time requests and provide comment, if applicable.== Please follow the steps below when reviewing each testing request.

1. **Log in** to the Accommodate Faculty Portal at the following link using your WCSU username and password: https://wcsu-accommodate.symplicity.com/faculty. The home screen is shown below. **Click on Courses**. If you don't see this left-hand menu, click the three horizontal lines at the top left and it will appear.
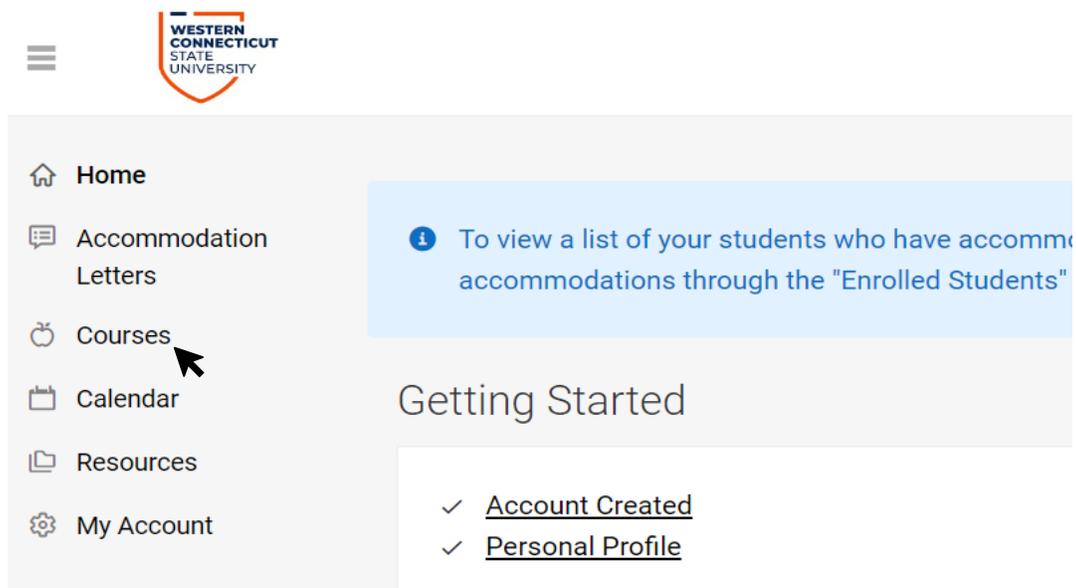
2. **Scroll down and select the course** by clicking on the course you wish to open.

Sample Testing Assessments

🕐 Date: August 14, 2024 - December 15, 2024
🕐 Time: 10:00 am - 11:00 am

3. **Click on the AAS Exam Proctoring tab.**

Sample Testing Assessments ()

| Course Details | Enrolled Students | AAS Exam Proctoring | Course Notes |

Cancel

Course
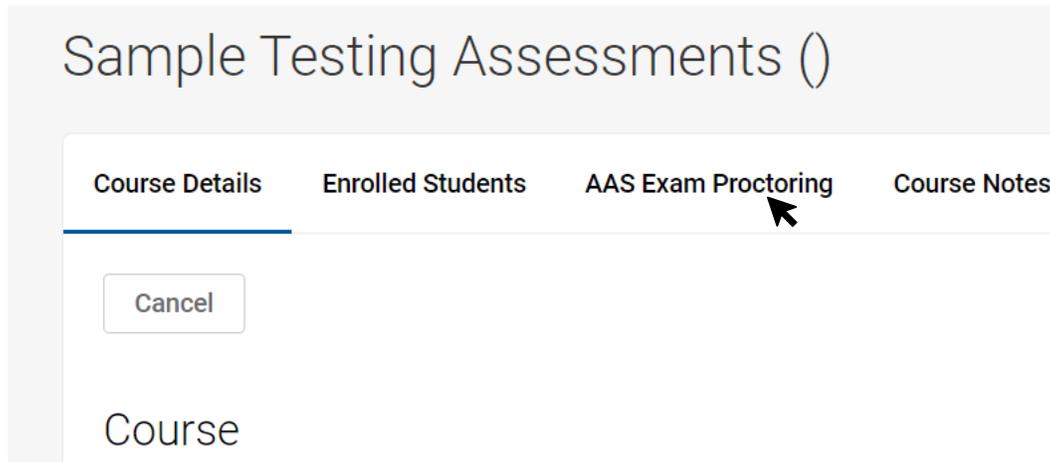
4. **Another row with two tabs appears. Make sure "Faculty Pending Instructions" is underlined. If "Finalized" is underlined instead, then you have already completed instructions. Please do not change them now but you can still upload your exam in the appropriate location. See Step #14 below.**

Sample Testing Assessments ()

| Course Details | Enrolled Students | AAS Exam Proctoring | Course Notes |

Faculty Pending Instructions   Finalized (do not change instructions)
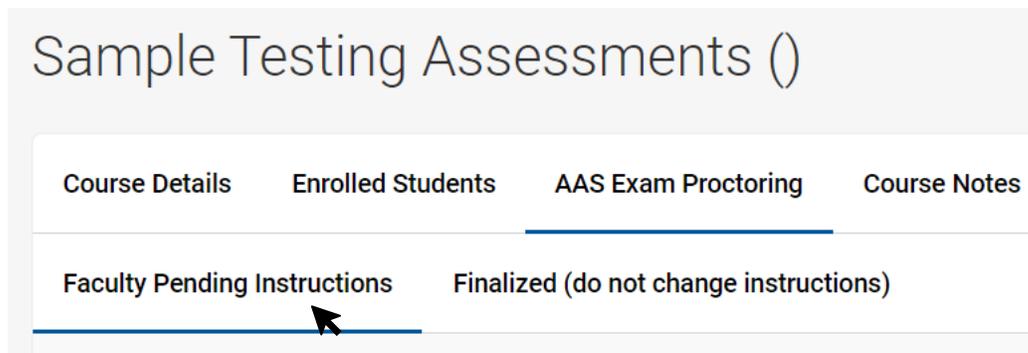
5. **Scroll down to select the student you want to enter proctoring instructions for.**

Sample Student
AAS Exam Room (HL 406)
August 28, 2024 - 10:00 am

Sample Student
AAS Exam Room (HL 406)
August 21, 2024 - 10:00 am

6. **As you scroll down, verify that the student entered the correct information in these first six entries. There is a box in Step #12 where you can comment.**

Alternative Testing Room Booking

Student *
Completing this field will cause the page to reload. All fields will retain their values.
Sample Student

Course
Completing this field will cause the page to reload. All fields will retain their values.
Sample Testing Assessments ()

Name of Exam/Quiz/Test Student entered
Test 123rd

Testing Room *
AAS Exam Room (HL 406)

Date of Test in Class:
August 28, 2024

Time of Test in Class:
10:00 am

7. **Note if the student has entered an alternate date and time for their exam. See instructions below for further details.**

Date/Time of Test in AAS

August 22, 2024, 1:00 pm (an example)

Faculty, Please Note:
If alternate 'Date/Time of Test in AAS' is provided above, please add in any questions, concerns, or comments you have in the "Special Instructions" box in Step #11 below.

Notes
I need to take this test the day after due to a doctor's appt at the time and day of the class exam. (an example)

8. **In the next box, type the time in minutes that the class is given for the exam**.

    How much time is the class given for the exam?
    Please provide the original length of the assessment, in minutes. As we finalize this appointment, the time you provide here will be combined with the student's accommodation to determine the full allowed testing time period.

    [   ]

9. **Answer this next question about breaks and note our policy. Comment as to your Yes or No answer as needed**.

    Do you allow students to leave the exam room to use the restroom? *
    Please note, AccessAbility Services will allow a student to use the restroom after the class testing time has ended. (Ex. Class gets 75 minutes. Accommodated student receives 150 minutes. Accommodated student allowed restroom break at 75 minutes.)

    Write in Yes or No and explain any contingencies.

    [   ]

10. **Under "Materials Allowed" check any boxes that apply. For "other" see the box for "Special Instructions" in step 11.**

    Materials Allowed *
    Please add special instructions below

    - ☑ No Materials Allowed
    - ☐ Calculator: Any
    - ☐ Calculator: Non-Graphing
    - ☐ Calculator: Simple
    - ☐ Open Book
    - ☐ Formula Sheet
    - ☐ Open Notes
    - ☑ Scrap Paper
    - ☑ Scantron
    - ☐ Blue Book

11. **In the box below, note any specials instructions we need to know (i. e. exam is taken in two parts, etc). Also comment here about any other issues from above.**

Special instructions

Upon completion of exam, shred scrap paper.

12. **Please select from these drop-down menus how you will deliver the exam and how you would like the completed exam returned to you. When you click on the carets to the right, you will see several choices for each.**

Exam Delivery *

Upload to Accommodate ⌄

Exam Return *

Email ⌄

13. **We also ask that you provide contact information so that we may contact you during the exam if the student has any questions.**

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

Text to 336-392-3343

14. **Upload the exam.** We ask you to upload the exam by 4 pm on the previous workday so we can print it and have it ready when the student arrives.

> Upload Exam
>
> **Please upload the exam here. Exam will be held securely in the system and only accessible by testing staff. The student will not have access to the exam until they arrive for the testing appointment. If multiple files need to be attached, please Zip them and then upload.**
>
> Add Item

When the assessment you wish to upload contains multiple files and you are not familiar with creating a zip folder, here are simple instructions on how to zip the files:

While holding down the Ctrl button, select all files you want to zip.

Right-click on one of the files and select "Send to" and then choose "Compressed (zipped) folder".

15. **Click Yes below if you have completed the instructions. You can come back later and Upload the exam. Please do so by 3 pm the previous workday. If you do, you will find this request in the "Finalized" tab.**

> Proctoring Directions Provided? *
> ● Yes   ○ No

Once you approve a request, then that student's name will be listed under the **"Finalized"** tab. Please do not try to edit your instructions once they are finalized. If you need to make further changes or if you have any questions regarding exam approvals, please contact our office at (203) 837- 8225. You must go through these steps for each student in the same course taking an exam with us. Not all requests are the same.

Training sessions will also be conducted after the start of classes in our testing room on the fourth floor of Haas Library room 413, dates and times TBA.