

Faculty Testing Instructions

This document provides step-by-step instructions for Test Requests and providing DSS with specific parameters for your exams.

To begin, log into your Accommodate Portal.

Step 1: Under “Test Proctor Requests to Review,” select the course title to expand

The screenshot shows the Accommodate Portal interface. On the left is a sidebar with navigation links: Home, Accommodation Letters, Courses & Exams, Resources for Faculty, and My Account. The main content area has two sections. The top section, 'Enrolled Accommodated Students', shows a course 'Mythical Creatures 302 (MYTHCR302)' with '1 New Letter'. The bottom section, 'Test Proctor Requests to Review', shows the same course title, which is highlighted with a green box and pointed to by a green arrow from the instruction box. To the right of the course title in this section is the text 'Test Requests, 2 Course Exams'.

Step 2: Select “Review” next to the student’s name

The screenshot shows the 'Test Proctor Requests to Review' section expanded for 'Mythical Creatures 302 (MYTHCR302)'. The course title is now a dropdown menu. Below it, two student requests are listed: 'Ron Weasley' (September 18, 2025 11:30 AM) and 'Neville Longbottom' (September 19, 2025 11:30 AM). To the right of each student name is a 'Review' button and a close icon (X). A green arrow from the instruction box points to the 'Review' button for Ron Weasley, which is highlighted with a green box.

Step 3: Select "Yes" (DSS will proctor) or "No" (You will proctor).

Click "Save" and then "Next" to continue until "Return to Home" appears

Who Will Proctor This Test Request? *

Do you want DSS to proctor this Accommodated Exam for you?

Selecting YES - the student will receive a confirmation email and you will provide DSS with exam information on the next menu tab.

Selecting NO - **will deny the test request** and the student will be emailed informing them that their request has been denied and why.

Only select no if:

- The rest of the class is not being proctored for this exam
- The student is not permitted to take the exam at the date and/or time requested
- You are providing a fully accommodated, proctored test session for the student

☒ Yes ☐ No

Select an Already Created Exam

Uploading an exam will close the booking form and open the exam form. Any changes to the booking will not be saved. Once the exam is created you can review the booking again and select the exam.

Upload Button

Please Note

If you plan on uploading all exams at the beginning of the term, you can use this dropdown to select the related exam.
If you prefer to build the exam closer to the test date, please skip this section.

Save

< Previous

Booking 1 of 2

Next >

< Previous

Booking 2 of 2

Return To Home

Step 4: After reviewing the requests, click “SUBMIT TEST PARAMETERS HERE” to provide us with details.

This step can be completed before you have the finished exam – this helps DSS prepare for the students.

Test Proctor Requests to Review

▼ **Mythical Creatures 302** (MYTHCR302) Test Requests, 2 Course Exams

Ron Weasley September 18, 2025 11:30 AM	Review ×
Neville Longbottom September 18, 2025 2:00 PM	Review ×

> **Course Exams** [SUBMIT TEST PARAMETERS HERE](#)

Step 5: Begin filling out the form. As you proceed, more questions will populate based on your answers.

Add New Exam ×

* indicates a required field

Test Information

Course Code and Section *
Mythical Creatures 302 (MYTHCR302)

Title of Exam *
Please provide the name/title of this specific exam, exactly as it is written/described on your course syllabi.

Testing Date Information
When possible, DSS will provide students with an accommodated test session **on the same day that the rest of their classmates are taking the exam.**

Step 5, con't: Answering "No" will require you to submit this information for every student. **We recommend selecting "Yes."**

Would you like to apply these settings to all pending requests for this exam?

If select yes, exam 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

☐ Yes ☐ No

Step 5, con't:

- **If your exam is not ready for upload**, you may click "Save" to finish this section. You will receive a reminder email 3 days before the test date to upload your exam.
- **If your exam is ready** and you upload it here, you will *not* receive a reminder email
- **If your exam is in BrightSpace or ExamSoft**, DSS will modify your submission to prevent the reminder email.

Attachments - PDF Form Only

Exam, Formula Sheets, etc.

If you are not able to provide the exam at this time, **an Upload Exam Reminder Email will be sent 3 days before the exam date. After this, DSS will call and email until we are provided the exam.**

Timely submission is essential to ensure we can accommodate students appropriately.

Click "**Save**" to send DSS your exam information and remain on this page.



Drop or **browse** files to upload

Save

Cancel

You have now received the Upload Exam Reminder email

Step 6: If you are uploading your exam after receiving the Upload Exam Reminder email, your home screen will look like this:

Test Proctor Requests to Review

▼ **Mythical Creatures 302** (MYTHCR302)

Test Requests, 1 Exam

Ron Weasley

September 18, 2025 11:30 AM

Exam II

Review

×

Neville Longbottom

September 18, 2025 2:00 PM

Exam II

Review

×

▼ **Course Exams**

Needs Attachment

[SUBMIT TEST PARAMETERS HERE](#)

To give DSS exam details for the above course, click the "SUBMIT TEST PARAMETERS HERE" button (above).

Exam II No Attachment

Step 7: Click the pencil to edit the exam

Step 8: Scroll to the bottom of the page and then upload your exam in PDF form, then click "Save."

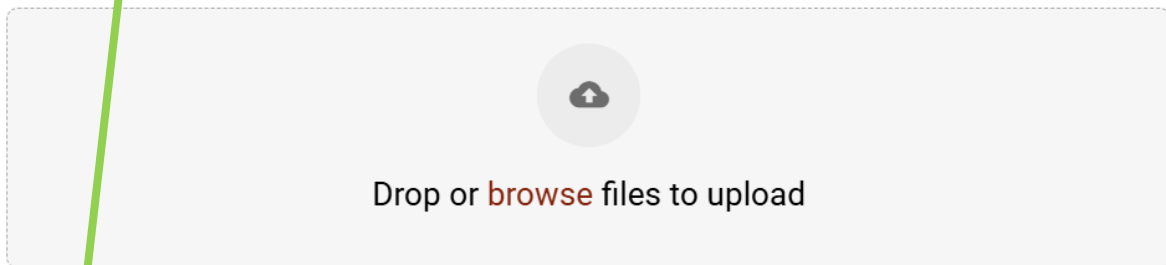
Attachments - PDF Form Only

Exam, Formula Sheets, etc.

If you are not able to provide the exam at this time, **an Upload Exam Reminder Email will be sent 3 days before the exam date. After this, DSS will call and email until we are provided the exam.**

Timely submission is essential to ensure we can accommodate students appropriately.

Click "**Save**" to send DSS your exam information and remain on this page.



Save

Cancel

You have now successfully provided DSS with your exam details and approved your DSS-registered students to take a proctored exam with us!

We thank you for your cooperation!