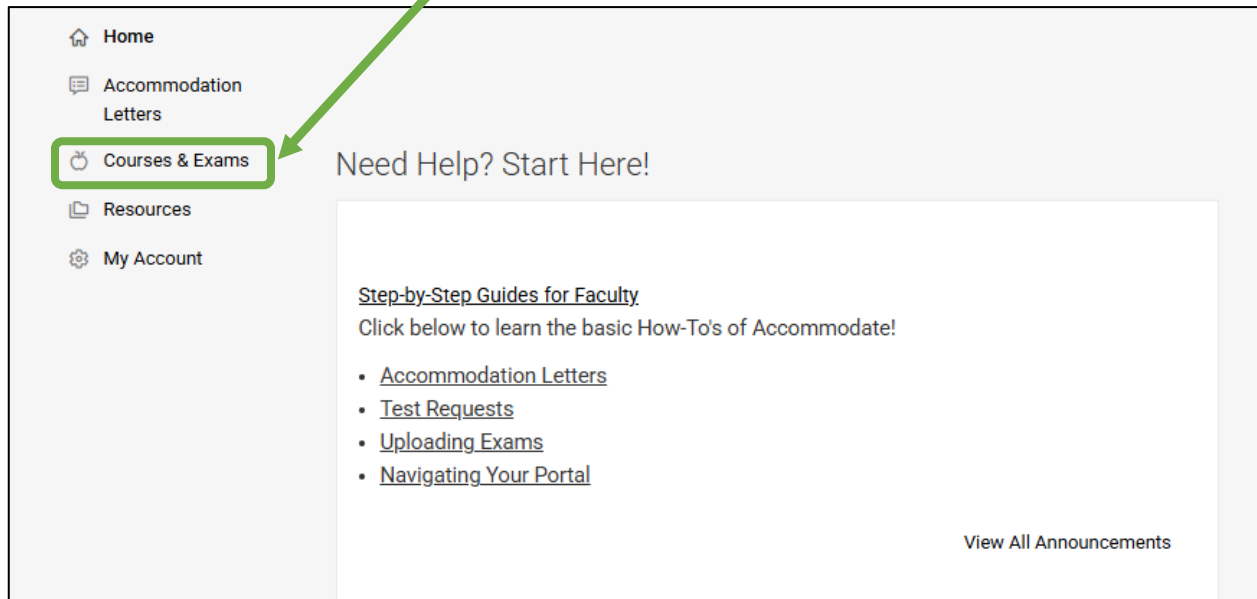


# How to Download a Completed Exam

You will be notified via email when DSS has uploaded a completed exam for a student.

To begin, log into your Accommodate Portal.

## Step 1: Select “Courses & Exams” in the menu



Home

Accommodation Letters

**Courses & Exams**

Resources

My Account

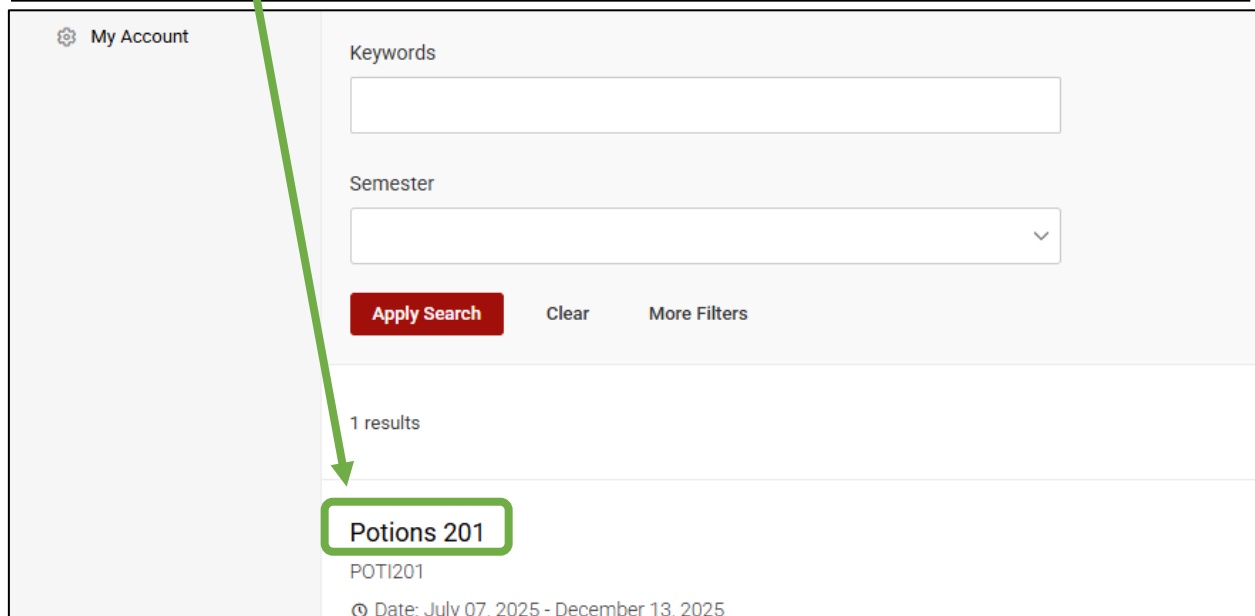
Need Help? Start Here!

Step-by-Step Guides for Faculty  
Click below to learn the basic How-To's of Accommodate!

- [Accommodation Letters](#)
- [Test Requests](#)
- [Uploading Exams](#)
- [Navigating Your Portal](#)

[View All Announcements](#)

## Step 2: Select the title of the course



My Account

Keywords

Semester

[Apply Search](#) [Clear](#) [More Filters](#)

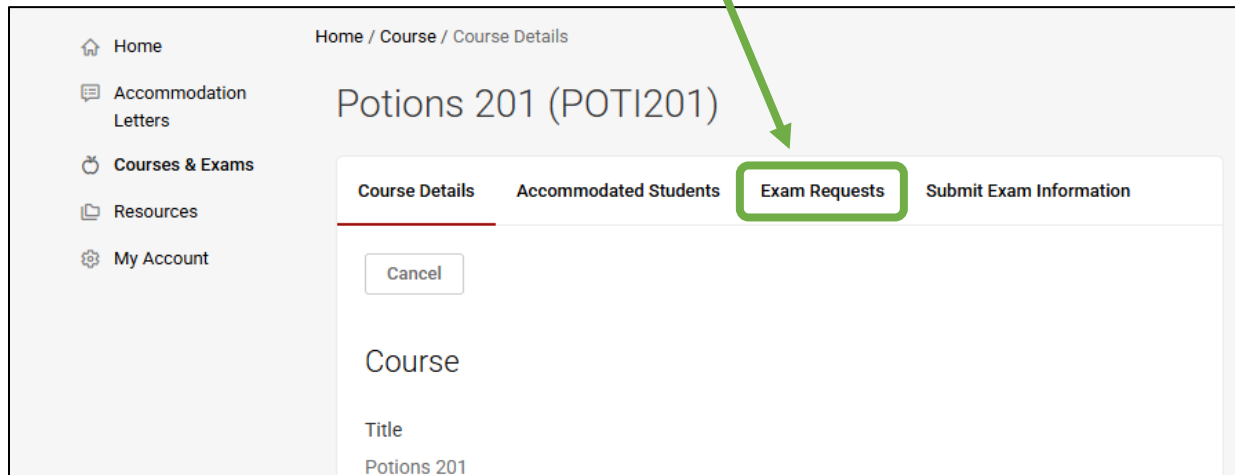
1 results

**Potions 201**

POTI201

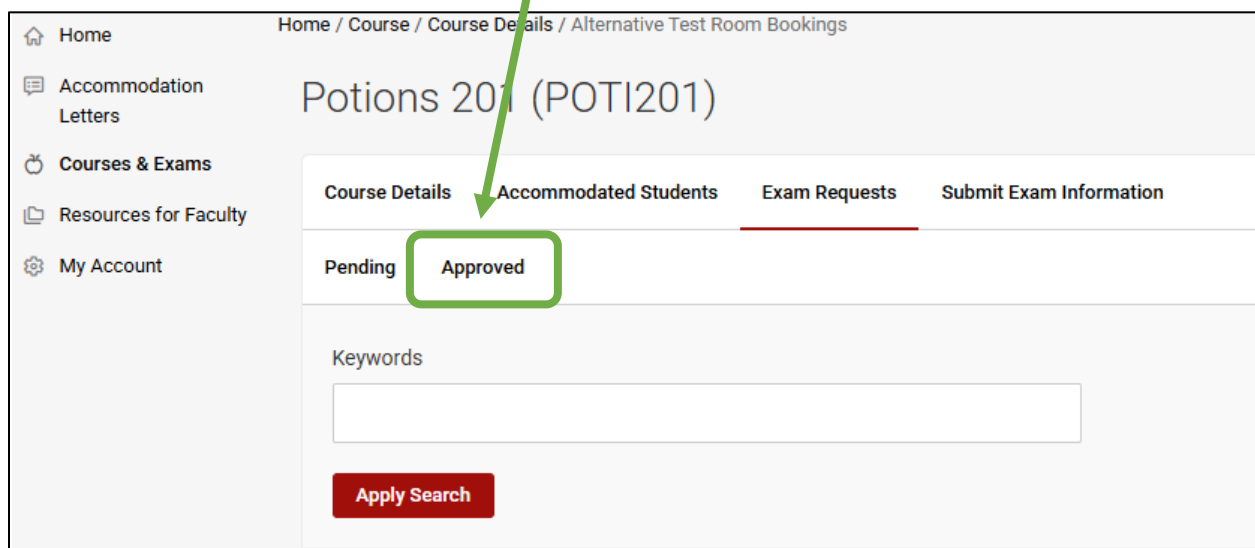
🕒 Date: July 07, 2025 - December 13, 2025

### Step 3: Select the "Exam Requests" tab



The screenshot shows the 'Potions 201 (POTI201)' course page. The left sidebar contains navigation links: Home, Accommodation Letters, Courses & Exams, Resources, and My Account. The main content area has a breadcrumb trail 'Home / Course / Course Details' and the course title 'Potions 201 (POTI201)'. Below the title, there are four tabs: 'Course Details', 'Accommodated Students', 'Exam Requests', and 'Submit Exam Information'. The 'Exam Requests' tab is highlighted with a green box and a green arrow points to it from the step header. Below the tabs, there is a 'Cancel' button and a section titled 'Course' with a 'Title' field containing the text 'Potions 201'.

### Step 4: Select the "Approved" tab



The screenshot shows the 'Potions 201 (POTI201)' course page. The left sidebar contains navigation links: Home, Accommodation Letters, Courses & Exams, Resources for Faculty, and My Account. The main content area has a breadcrumb trail 'Home / Course / Course Details / Alternative Test Room Bookings' and the course title 'Potions 201 (POTI201)'. Below the title, there are four tabs: 'Course Details', 'Accommodated Students', 'Exam Requests', and 'Submit Exam Information'. The 'Exam Requests' tab is highlighted with a red underline. Below the tabs, there are two sub-tabs: 'Pending' and 'Approved'. The 'Approved' sub-tab is highlighted with a green box and a green arrow points to it from the step header. Below the sub-tabs, there is a 'Keywords' field and an 'Apply Search' button.

**Step 5: Click the PDF link under the respective student's name to download the exam**

The screenshot shows a web interface for managing exams. On the left is a sidebar with navigation links: Accommodation Letters, Courses & Exams, Resources for Faculty, and My Account. The main header is 'Potions 201 (POTI201)'. Below the header are four tabs: Course Details, Accommodated Students, Exam Requests (which is selected and underlined), and Submit Exam Information. Under the Exam Requests tab, there are two sub-tabs: Pending and Approved (which is selected and underlined). Below these tabs is a search section with a 'Keywords' label, a text input field, and a red 'Apply Search' button. Below the search section, it says '1 results'. A table contains one result for 'Harry Potter'. The table row includes the student name, room information, exam date, and a PDF link. The PDF link 'Completed Exams: H.POTTER.POTI201.WELLING.08.15.25.pdf' is highlighted with a green rounded rectangle, and a green arrow points from the instruction box above to this link.

Course Details	Accommodated Students	Exam Requests	Submit Exam Information
<b>Pending</b> <b>Approved</b>			
Keywords <input type="text"/>			
<b>Apply Search</b>			
1 results			
<b>Harry Potter</b> Small Group Room - Pryz 202 (DSS) August 05, 2025 - 9:00 am			
<a href="#">Completed Exams: H.POTTER.POTI201.WELLING.08.15.25.pdf</a>			