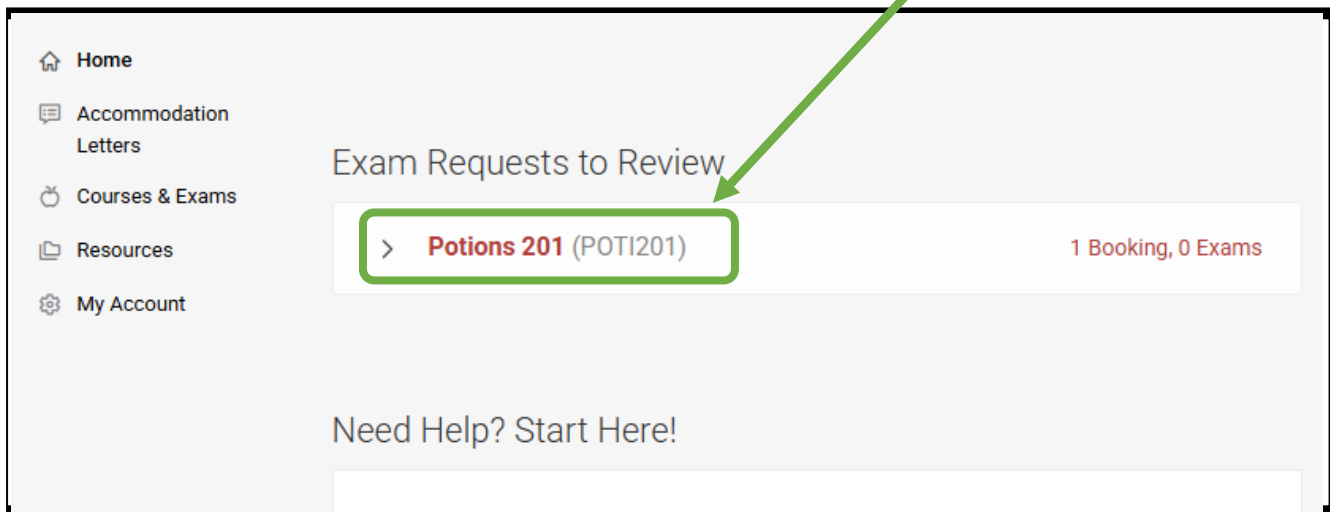


How to View & Approve Test Requests

You will be notified via email when a student has requested a DSS-proctored exam for your course.

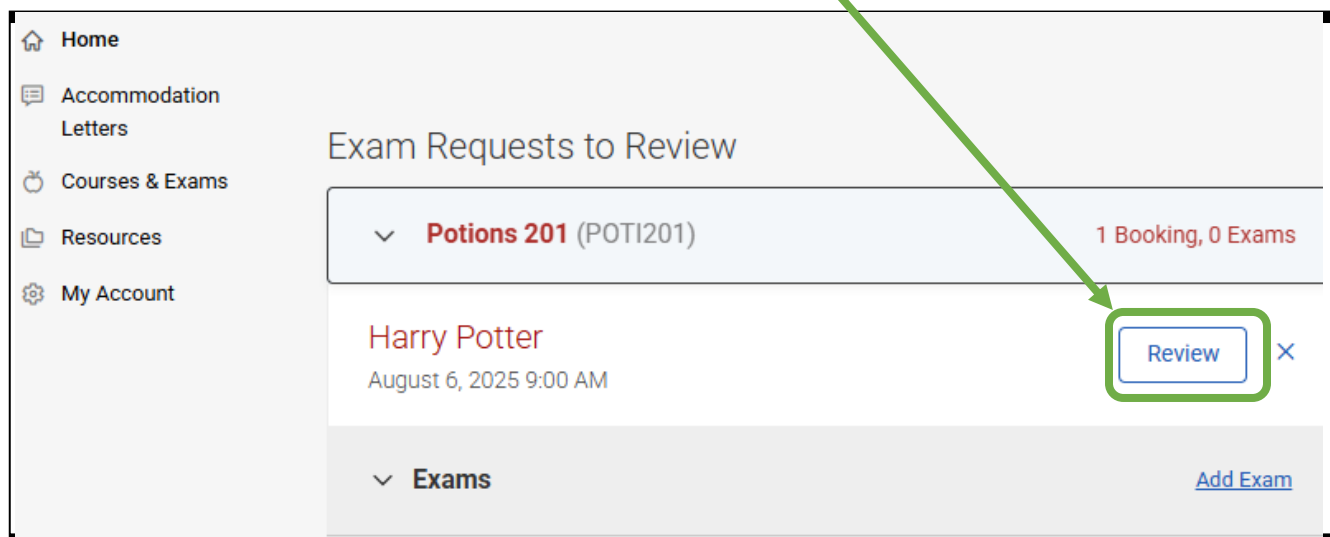
To begin, log into your Accommodate Portal.

Step 1: Under “Exam Requests to Review,” select the course to expand



The screenshot shows the Accommodate Portal interface. On the left is a sidebar with navigation links: Home, Accommodation Letters, Courses & Exams, Resources, and My Account. The main content area is titled 'Exam Requests to Review'. Below this title, there is a card for the course 'Potions 201 (POTI201)' with a green box around the course name and a green arrow pointing to it from the step instruction. To the right of the course name, it says '1 Booking, 0 Exams'. Below the course card, there is a link that says 'Need Help? Start Here!'.

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



The screenshot shows the Accommodate Portal interface with the 'Potions 201 (POTI201)' course expanded. The course name is now a dropdown menu. Below the course name, the student's name 'Harry Potter' is displayed, along with the date and time 'August 6, 2025 9:00 AM'. To the right of the student's name, there is a 'Review' button with a green box around it and a green arrow pointing to it from the step instruction. To the right of the 'Review' button is a close icon (X). At the bottom of the expanded course section, there is a link that says 'Add Exam'.

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

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

Step 4: Scroll to the bottom, select "Save" and then "Next" to continue the process for any additional student requests

FINAL STEP

Click "Save" below. Continue on to next request or return to the main page.

Save

< Previous

Booking 1 of 2

Next >

Optional Way to View Requests:

"Courses & Exams" > select the course > select "Exam Requests"

Home / Course / Course Catalog

Course

Course Catalog **Past Courses**

Keywords

Semester

Apply Search Clear More Filters

1 results

Potions 201

POTI201

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

🕒 Time: 3:00 pm - 4:00 pm

Navigation: Home, Accommodation Letters, **Courses & Exams**, Resources for Faculty, My Account

Annotations: A green box highlights 'Courses & Exams' in the sidebar. A green arrow points from it to the 'Potions 201' result. Another green arrow points from 'Potions 201' to the 'Exam Requests' tab in the second screenshot.

Home / Course / Course Details / Alternative Test Room Bookings

Potions 201 (POTI201)

Course Details **Accommodated Students** **Exam Requests** Submit Exam Information

Pending Approved

Keywords

Apply Search

☐ **Batch Options** 1 results

☐ **Harry Potter**
Small Group Room - Pryz 202 (DSS)

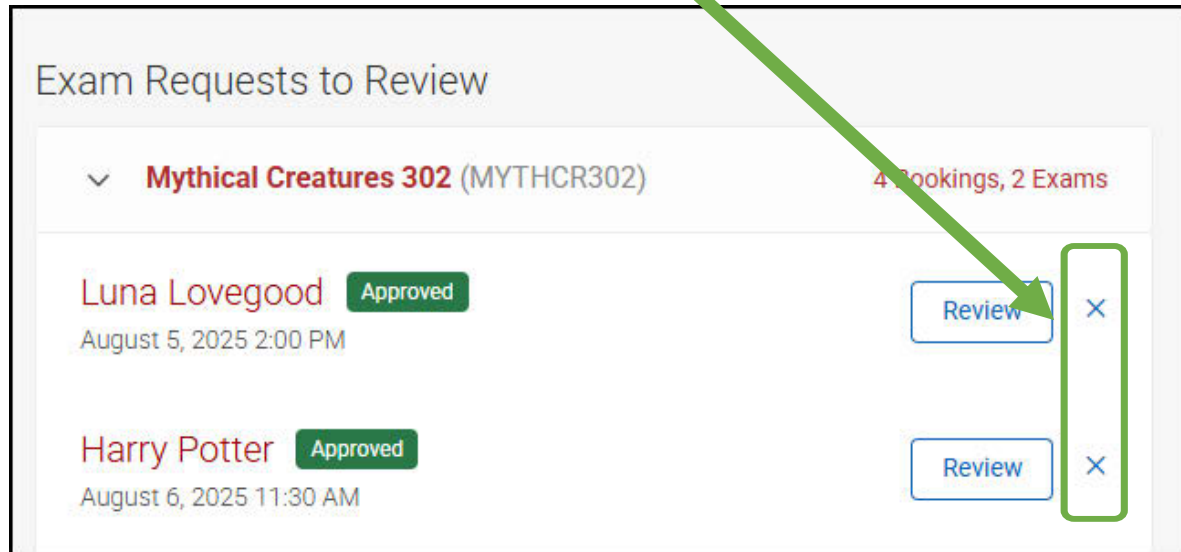
Navigation: Home, Accommodation Letters, **Courses & Exams**, Resources, My Account

Annotations: A green box highlights 'Exam Requests' in the top tabs. A green arrow points from the 'Potions 201' result in the first screenshot to this 'Exam Requests' tab.

How to Hide Approved Test Requests

Have approved test requests and want them removed from your home page?

Step 1: Click the X



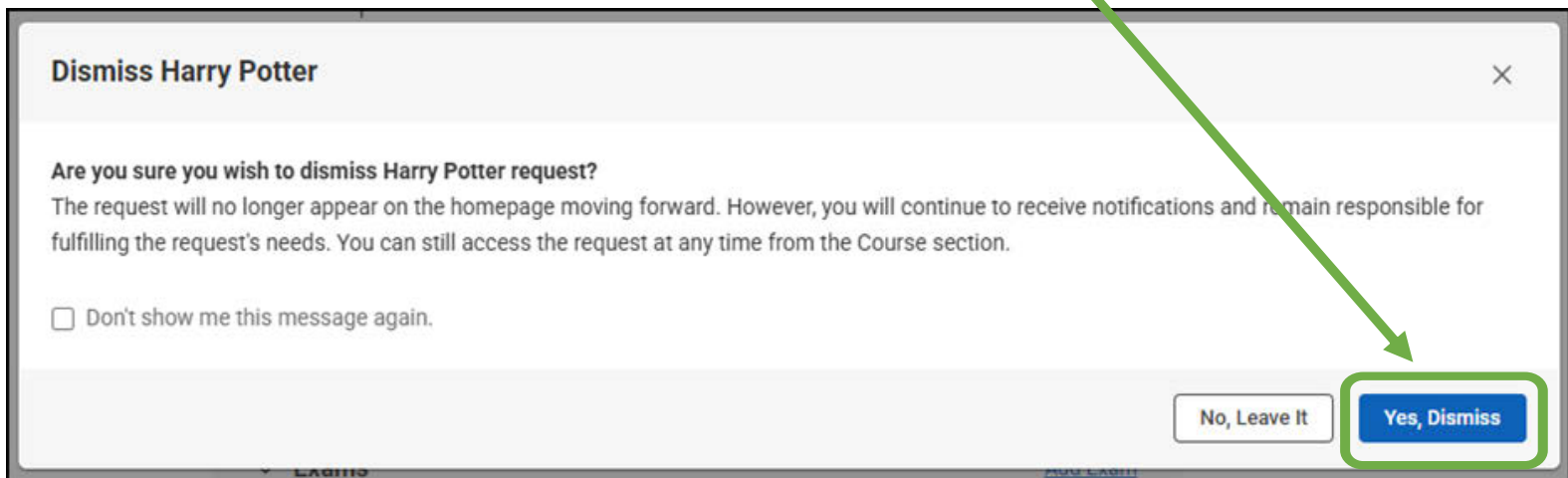
Exam Requests to Review

▼ **Mythical Creatures 302** (MYTHCR302) 4 Bookings, 2 Exams

Luna Lovegood Approved
August 5, 2025 2:00 PM Review X

Harry Potter Approved
August 6, 2025 11:30 AM Review X

Step 2: A pop-up will appear, select "Yes, Dismiss"



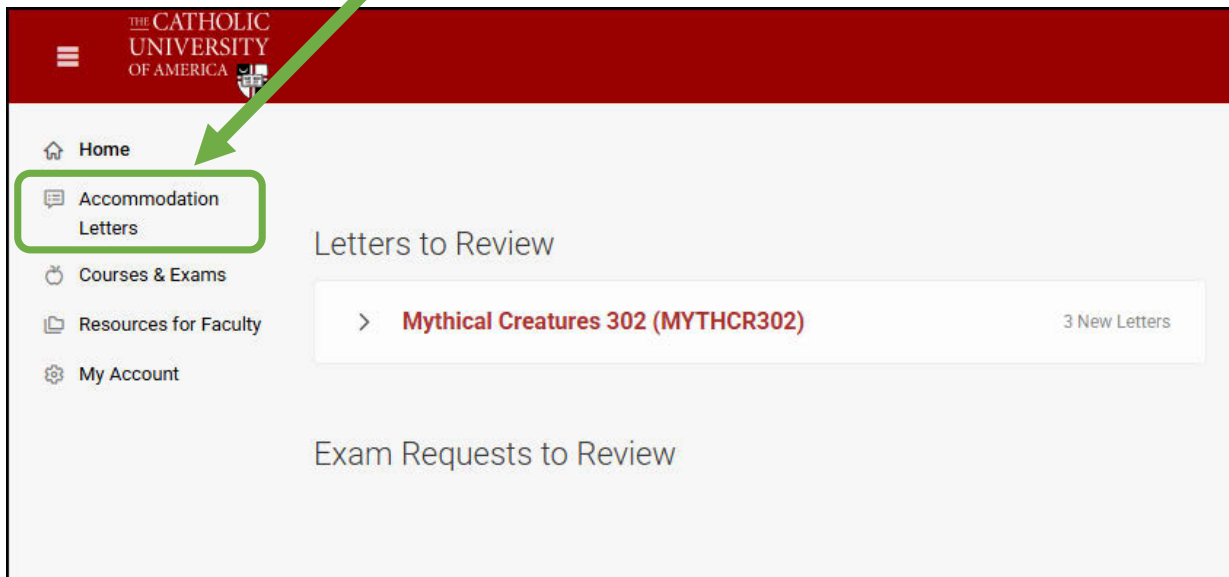
Dismiss Harry Potter X

Are you sure you wish to dismiss Harry Potter request?
The request will no longer appear on the homepage moving forward. However, you will continue to receive notifications and remain responsible for fulfilling the request's needs. You can still access the request at any time from the Course section.

☐ Don't show me this message again.

No, Leave It Yes, Dismiss

Step 3: Need to see the letter again? They are housed here.



The screenshot displays the website of The Catholic University of America. The top navigation bar is red with the university's logo and name. A green arrow points from the text 'Step 3: Need to see the letter again? They are housed here.' to the 'Accommodation Letters' link in the left sidebar. The sidebar also includes links for Home, Courses & Exams, Resources for Faculty, and My Account. The main content area is titled 'Letters to Review' and features a card for 'Mythical Creatures 302 (MYTHCR302)' with '3 New Letters'. Below this, there is a section for 'Exam Requests to Review'.

THE CATHOLIC UNIVERSITY OF AMERICA

Home

Accommodation Letters

Courses & Exams

Resources for Faculty

My Account

Letters to Review

> **Mythical Creatures 302 (MYTHCR302)** 3 New Letters

Exam Requests to Review