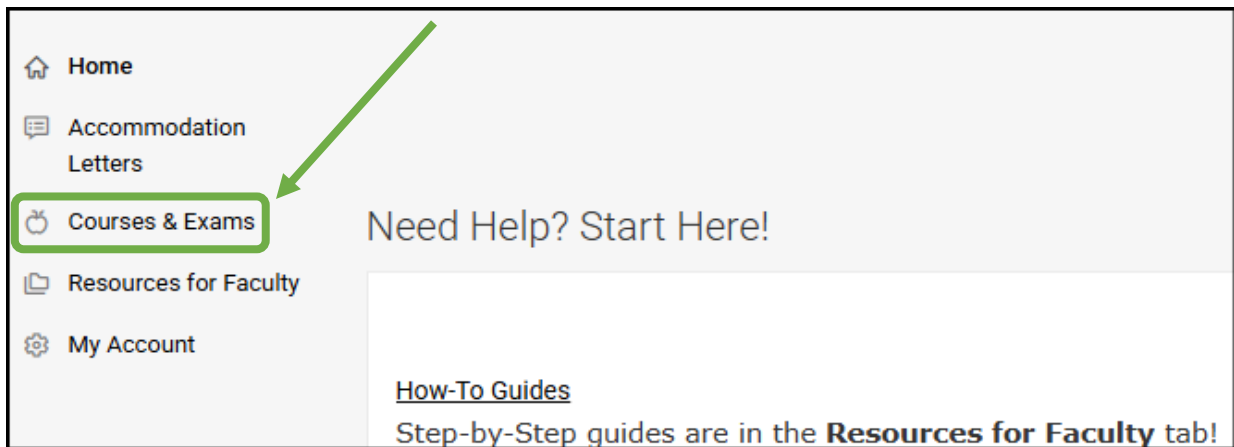


Uploading an Exam in Accommodate

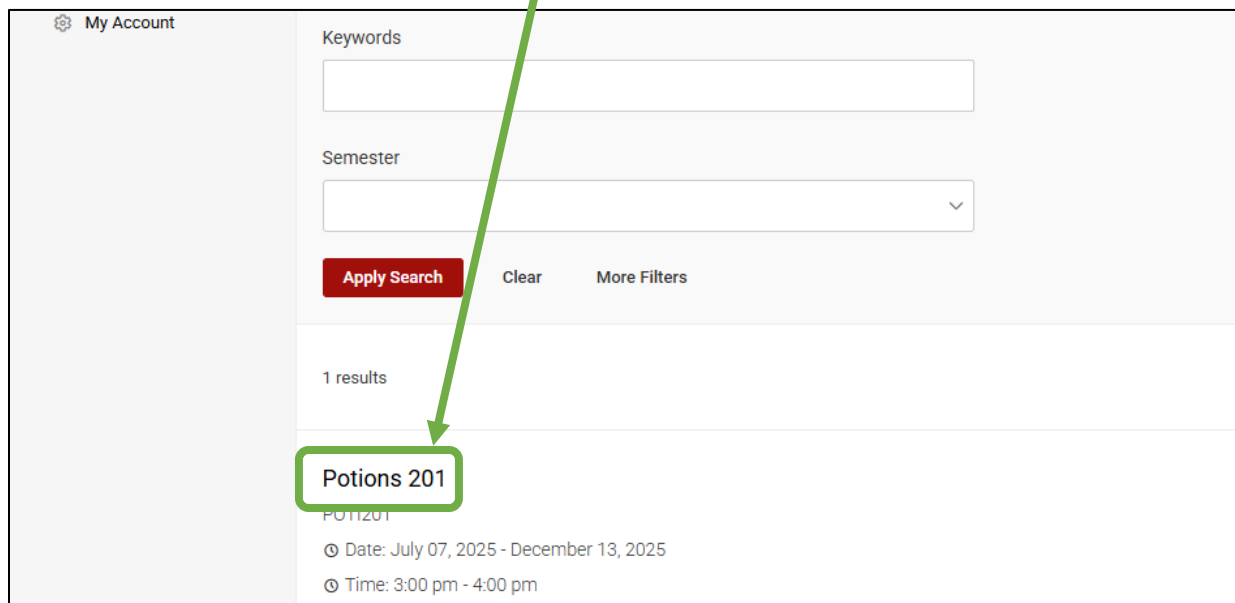
After approving an exam request, DSS must receive the exam **at least two business days** before the scheduled testing date.

To begin, log into your Accommodate Portal.

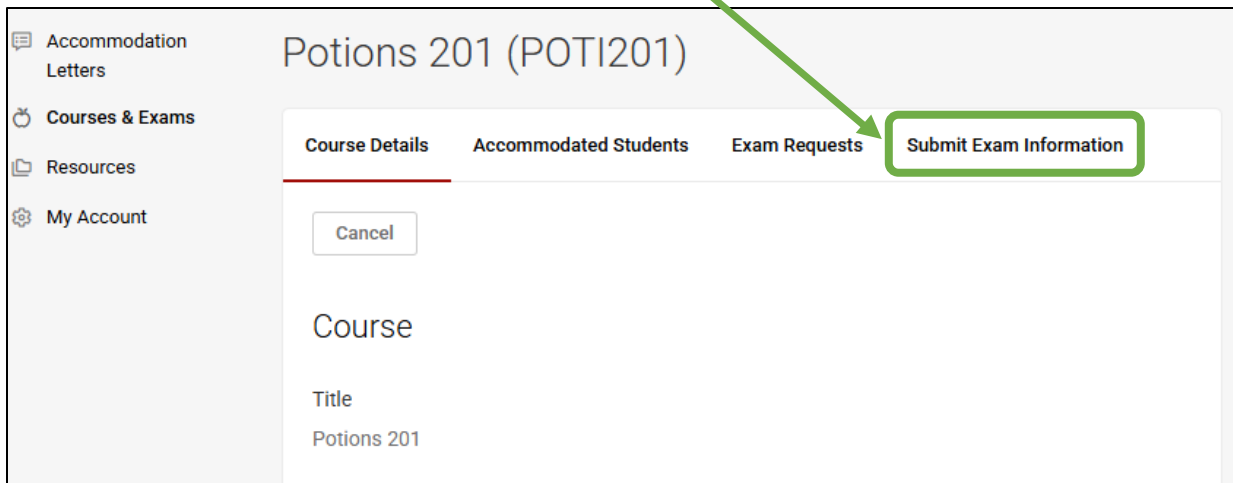
Step 1: Select "Courses & Exams" from the menu



Step 2: Select the title of the course

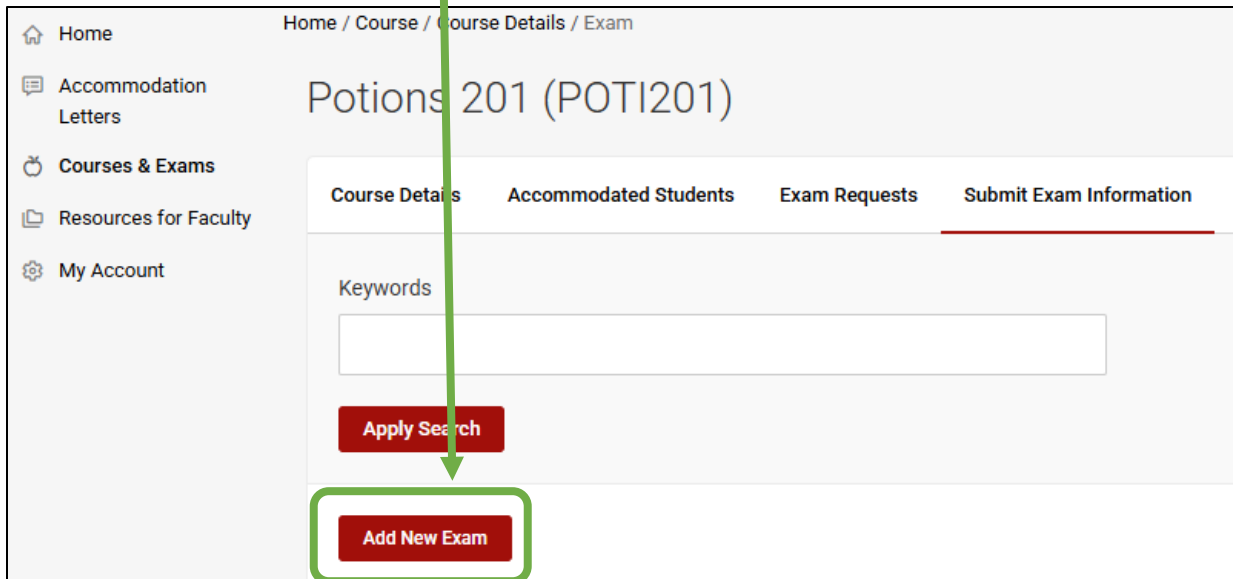


Step 3: Select the “Submit Exam Information” tab



The screenshot shows the course page for Potions 201 (POTI201). On the left is a sidebar with navigation links: Accommodation Letters, Courses & Exams, Resources, and My Account. The main content area has a title 'Potions 201 (POTI201)' and a tabbed interface with four tabs: Course Details, Accommodated Students, Exam Requests, and Submit Exam Information. The 'Submit Exam Information' 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 the title 'Potions 201'.

Step 4: Select “Add New Exam”




The screenshot shows the same course page for Potions 201 (POTI201), but now the 'Submit Exam Information' tab is active. The breadcrumb trail at the top reads 'Home / Course / Course Details / Exam'. Below the tabs, there is a 'Keywords' search bar, an 'Apply Search' button, and an 'Add New Exam' button. The 'Add New Exam' button is highlighted with a green box and a green arrow points to it from the step header.

**Step 5: Fill out the form and upload the exam as a PDF
(and include any additional documentation the exam requires)**

Attachments - PDF Form Only
Exam, Formula Sheets, etc.

If you are not able to provide the exam at this time, please be sure to set a reminder to upload it **at least 2 days prior** to the scheduled exam date. **If we do not receive the exam in advance, you will receive regular email and phone call reminders as the exam date approaches.** Timely submission is essential to ensure we can accommodate students appropriately.



Drop files here to upload
Each file should be less than 1GB

Upload File

Submit Save Cancel Delete

Step 6:

Click "Submit" to send to DSS and return to the main page
Click "Save" to send to DSS and remain on the current page