SASKATCHEWAN POLYTECHNIC

Accommodate
Booking Requests and Exams
Instructor Guide
2021-2022

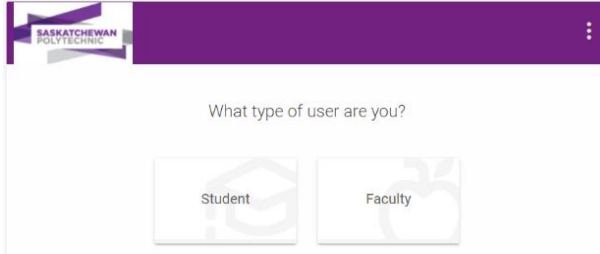## TESTING SERVICES

Contents

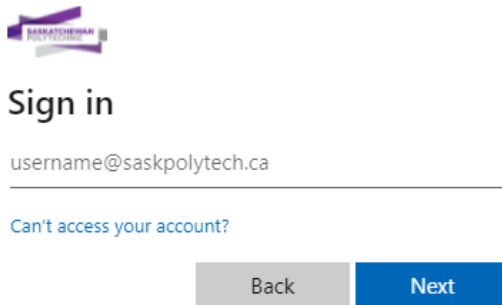# How to Log into your Accommodate Account

1. Log in to Accommodate by following the link below:
   https://saskpolytech-accommodate.symplicity.com/
2. Choose *Faculty* as the type of user

3. Log in using your Saskpolytech *username@saskpolytech.ca*

4. Enter your password and select *Sign in*

The student initiates the booking process by submitting a **Test Room Booking Request**. Instructors will be responsible for three tasks: Checking and approving or denying a pending request, entering the exam information, and ensuring the exam is connected to each student's booking request.

How to Approve or Deny Pending Requests

You will receive an email notification when a student submits a **Test Room Booking Request.** You will need to edit/approve/deny the request as soon as possible so Testing Services can ensure the student receives all their approved accommodations (invigilator/reader/scribe, on-campus room, or a Zoom appointment for remote-proctored assessments)

1. Log into your Accommodate account
2. Select the **Courses** link on the left menu of your home page
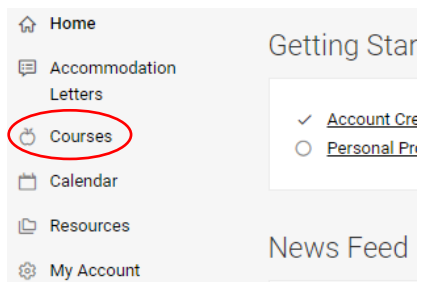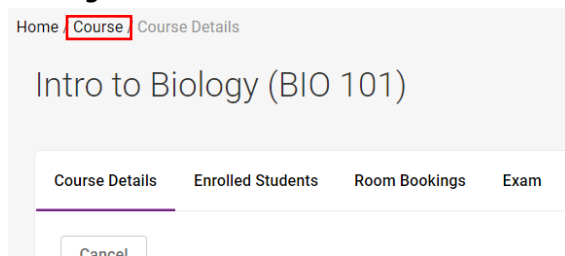

3. You should see the **Course Catalog**
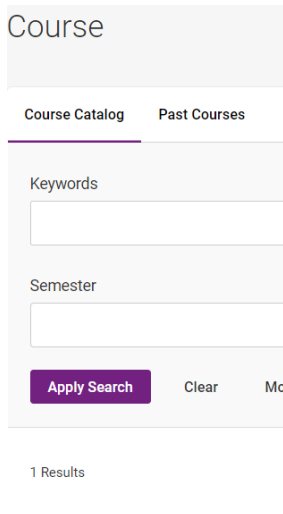
Intro to Biology

4. If you do not see the **Course Catalog**, select **Course** at the top and it will take you to the **Course Catalog**

5. Scroll up if necessary and select the course which relates to the booking request (this information is in the booking request notification email). Courses appear in alphabetical order
   a. Alternately, you can enter the course name in the *Keywords* field and select *Apply Search*

   Keywords

   Semester

   Apply Search   Clear   More Filters

   b. Scroll if necessary and select the course which relates to the booking request
6. Select the *Room Bookings* heading under the course name
7. If pending requests are not showing in the window, select the *Pending* heading under the *Room Bookings* heading level

   # Intro to Biology (BIO 101)

   Course Details   Enrolled Students   Room Bookings   Exam   Course Notes

   Pending   Approved

8. Select the student's request by clicking on the name of the student

   Carley Prevo
   Remote
   February 15, 2021 - 8:30 am
   Exam Details: Test for Attaching Exam
   Original Exams: Attachment Test.docx

   Cora Barragan
   Remote
   April 07, 2021 - 8:50 am
   Exam Details:
   Original Exams:

9. Review the information supplied by the student
10. Edit any information that is not correct. Ex. date, time, length

    Testing Date *

    2021-06-18   Select   Clear

    Testing Time

    09 ⌄   00 ⌄   am ⌄   Clear

    Length
    In Minutes

    60

11. Select a previously created exam from the list. If you have previously uploaded an exam for a **student in the same course**, the exam will be available to choose in the **dropdown menu.** Alternately, you can upload a new exam (see *How to Add an Exam*). The *Exam* consists of the information necessary to invigilate the exam and serves as a cover sheet. The exam does not need to be attached to the booking at this time, but it is preferred

Exam

[select] ∨ | Clear

or | Upload New Exam

12. Enter any information under *Notes* that the accessibility staff in Testing Services may need to know that is not covered in the exam information. An example of a note is: *I am approving this exam but that may change as the student has not submitted all assignments*
13. Once you have reviewed the information and all edits are complete, choose *yes* or *no* under **Testing Appointment Approved**
14. If you choose *no*, a text box will appear asking the reason for the denial

Testing Appointment Approved *
○ yes   ● no

If no, please state the reason for the denial

15. Enter a short explanation as to why the booking request was denied. Ex. *not eligible due to incomplete assignments*
16. Select **Submit** to save the information and return to the **Room Bookings** list
Select **Save** to save the information and view a preview of the information you entered
Select **Cancel** to return to the **Room Bookings** list without saving the information

Submit   Save   Cancel

17. The student will receive an email notification stating that their request was approved or denied
18. The **Test Room Booking Request** will move to **Approved** if you have approved the request
19. The **Test Room Booking Request** will be archived if you have denied the request and will be accessible to Testing Services staff only. If you must reverse this decision for any reason, please contact Accessibility.Testing@saskpolytech.ca
20. You may also change an approved request to a denied request by going into the approved request, changing **Testing Appointment Approved** to *no*, stating the reason for denial and selecting **Submit**

How to Add an Exam

If you are familiar with our previous processes, filling in the exam information will create what we call a cover sheet. This needs to be done only once for each exam. This information is only available to Testing Services staff. The information you enter for the exam and connecting the exam to each student's booking request is necessary for us be able to properly invigilate the exam. You can provide

the password for a Brightspace exam in the exam information. You are required to upload your **Course Outline**. You may also upload an electronic copy of a paper exam and/or exam materials but it is not necessary. Multiple files will need to be in a zip file. For example, the course outline, an exam, and a formula sheet.

1. Log into your Accommodate account
2. Select the **Courses** link on the left side of your home page
3. The view defaults to **Course Catalog**. If that is not showing, select **Return to Course** above the name of the exam. You may have to select it twice
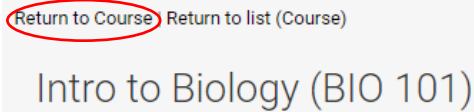
4. Scroll up and select the course
5. Select the **Exam** heading under the course name
6. Select **Add New Exam**

   NOTE: If you are uploading the exam from within the booking request, you will click on **Upload New Exam** under the **Exam** drop down list. A new window will pop up.

7. Fill in the exam information. This will create the cover sheet (* indicates a required field)
8. Ensure you have uploaded your *Course Outline* under **Attachments** as this is a required field
9. Select **Submit** to save the information and return to the exam list
   Select **Save** to save the information and view a preview of the information you entered
   Select **Cancel** to return to the exam list without saving the information
   Select **Delete** to delete the exam information and return to the exam list. This will also delete the attachment

   NOTE: If you are adding the exam from inside the booking request, you will select **Submit Request** at the bottom of the window to save the exam. You will then return to the booking request. You can select **Cancel** to leave the **Upload New Exam** screen without saving.
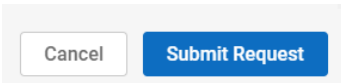
10. The exam will exist under your course, and you may choose it from the list when approving a **Test Room Booking Request.**
11. At any time, you can go back to a pending or approved **Test Room Booking Request** and attach an exam then select **Submit** to save the change.

12. If you have added a new exam from inside the booking request (see #11 under **How to Approve or Deny Pending Requests**), the exam will attach to the booking once you have selected **Submit Request** and it will exist under your course. You will be able to choose it from the list for any other student writing the same exam.

How to Connect an Exam to the Student's Booking Request

IMPORTANT: **It is a requirement to connect the exam to each student's individual booking as this is the only way Test Centre staff will know the exam has been submitted.** It also ensures that the student receives the correct exam information and exam (if applicable).

You can connect the exam when you are approving the booking request, or you can go back into the booking request under either **Pending** or **Approved** at any time to connect the exam.

To connect the exam when you are approving the booking request see step #11 under **How to Approve or Deny Pending Requests**

To connect the exam after you have added an exam see **How to Approve or Deny Pending Requests**. Connecting the exam is step #11.

How to Edit/Delete an Exam

If you have updated an exam less than 3 business days prior to the write date, you will have to inform Accessibility.Testing@saskpolytech.ca to ensure the correct exam information is supplied for the student

1. Log into your **Accommodate** account
2. Select the **Courses** link on the left side of your home page
3. The view defaults to **Course Catalog** heading under the main heading. If that is not showing, select **Return to Course** above the main heading. You may have to click it twice
4. Scroll up if necessary and select the course
5. Select the **Exam** heading under the course name
6. Scroll up and select the exam
7. If you are deleting an exam:
   a. Select **Delete**

   b. Select **OK** in the pop-up box that asks *Are you sure you want to delete this exam? This cannot be undone.*
   c. Select **OK** in the pop-up box that asks *Are you absolutely sure?*
8. If you are editing an exam:
   a. Change or add the information (* indicates a required field)
   b. Select **Submit**

9. The exam will now be updated and any booking requests that are attached to that exam will reflect the update.

If you have any issues with the above processes, please contact Accessibility.Testing@saskpolytech.ca