



Accommodate Booking Requests and Exams Instructor Guide 2022-2023

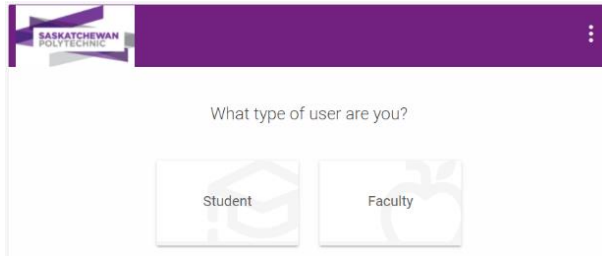
TESTING SERVICES

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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



Sign in

[Can't access your account?](#)

Back

Next

4. Enter your Saskpolytech password and select **Sign in**



Sign in with **username@saskpolytech.ca**

Sign in

The student initiates the booking process by submitting a **Test Room Booking Request**. Instructors will be responsible for four tasks:

1. Entering the exam information at the beginning of each term or sooner if possible (This will save time when students begin submitting booking requests)
2. Checking/editing pending requests for accuracy
3. Ensuring the exam information is connected to each student's booking request
4. Approving/denying a pending request.

IMPORTANT: Instructors may use **Accommodate** to deny exam bookings for reasons such as the student has not completed all prerequisites, or the instructor can provide the accommodation in the classroom. For more information about student accommodations, please refer to the [Reasonable Accommodation \(pdf\)](#) policy or contact [Accessibility Services](#).

It is preferred that the above tasks are performed in the order listed. A booking request does not need to be submitted to create **Exams** (see [How to Add an Exam](#)). If the exam is not ready, enter as much information as possible and edit the exam with the updated information **at least 3 business days prior** to the write date (see [How to Edit/Delete an Exam](#)). When you edit the exam/exam information, the new information will automatically be available in the exam bookings where the exam was already connected. You will not have to go back and update those bookings.

Entering the exam/exam information into **Accommodate** is the most efficient method of providing the Test Centres with the exam details. However, **if you are planning to drop off the exam and cover sheet at one of our Test Centres**, please let us know as soon as possible by emailing Accessibility.Testing@saskpolytech.ca. Exams, and reader copies if required, must be delivered to our Test Centres **at least 2 days prior to the exam date or as soon as possible if the request is late and is 2 or less days before the exam date**.

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

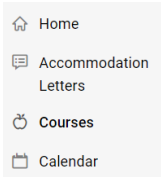
If you have performed all of the tasks above **at least 8 days before the exam date**, you will receive only one automatic email notification when the student has submitted a booking request. All other emails are sent manually by Test Centre staff as reminders **starting 7 days before the exam date**.

How to Add an Exam

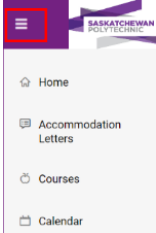
Filling in the exam information will create what we call a cover sheet. This needs to be done only once for each exam created and is only available to Testing Services staff. The information you enter for the exam and connecting the exam to each student's booking request is necessary for us to be able to properly invigilate the exam. You can provide the password for a **Brightspace** exam in the exam information. You are required to upload a document for each exam. You can upload your **Course Outline**, or you can upload an electronic copy of a paper exam and/or exam materials. 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](#)

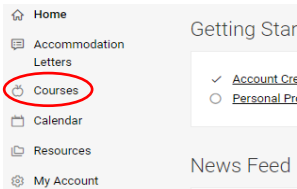
2. You should see a menu on the left side of your home page



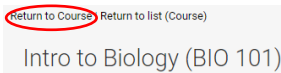
3. If you do not see the menu, click on the three vertical lines on the left and the menu will expand



4. Select the **Courses** link on the left menu



5. 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



6. Scroll up and select the course from your list of courses
- Alternately, you can enter the course name in the **Keywords** field and select **Apply Search**

Search

Keywords

Semester

- Scroll if necessary and select the course which relates to the booking request

Keywords

Semester

2 Results

Environmental Design

END 110-01

🕒 Date: August 21, 2020 - December

🕒 Time: 1:00 pm - 2:30 pm

NOTE: If your course is not showing up in your list, please contact your program head to ensure you are listed as an instructor for that course in **Banner**. If you are listed and still do not see the course, please email accommodate@saskpolytech.ca for assistance.

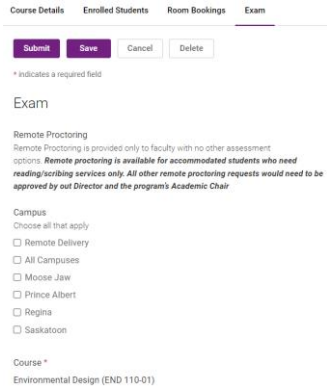
7. Select the **Exam** heading under the course name
Environmental Design (END 110-01)



8. Select **Add New Exam**

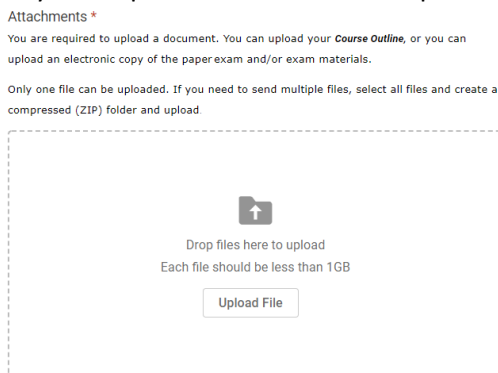


9. Fill in the exam information. This will create the cover sheet (* indicates a required field). If the exam is not ready, enter as much information as possible and edit the exam with the updated information **at least 3 business days prior** to the write date.



IMPORTANT: The information entered for the cover sheet will apply to every student taking that exam. If there are any exceptions or special circumstances for an individual student, please email accessibility.testing@saskpolytech.ca with the details

10. Ensure you have uploaded your exam or your *Course Outline* under **Attachments** as this is a required field. Another option is to create a MSWord document with “Test” typed into it to use as your required document or as a placeholder until your exam is ready.



11. 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

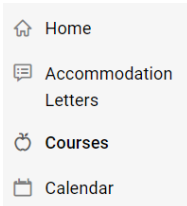


12. The exam will exist under your course, and you may choose it from the list when approving a **Test Room Booking Request**.
13. At any time, you can go back to a pending or approved **Test Room Booking Request** and attach an exam then select **Submit** to save the change.

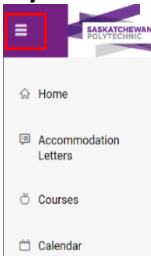
How to Approve or Deny Pending Requests

You will receive an email notification when a student submits a **Test Room Booking Request**. Edit, approve, or 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)

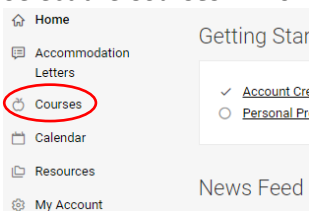
1. [Log into your Accommodate account](#)
2. You should see a menu on the left side of your home page



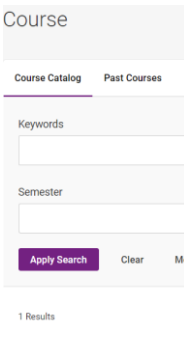
3. If you do not see the menu, click on the three vertical lines on the left and the menu will expand



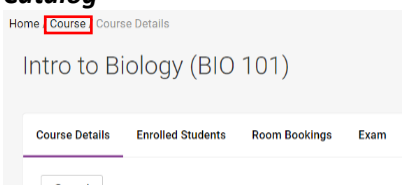
4. Select the **Courses** link on the left menu



5. You should see the **Course Catalog**



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



7. 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**

Search

Keywords

Semester

Apply Search Clear More Filters

- b. Scroll if necessary and select the course which relates to the booking request

Keywords

Semester

Apply Search Clear

2 Results

Environmental Design

END 110-01

🕒 Date: August 21, 2020 - Decembe

🕒 Time: 1:00 pm - 2:30 pm

8. Select the **Room Bookings** heading under the course name
9. 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
<div>Pending Approved</div>				

10. 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:

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

Testing Date *

2021-06-18

Select

Clear

Testing Time

09

00

am

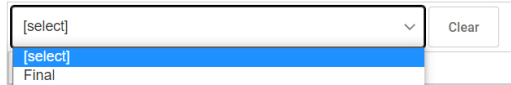
Clear

Length

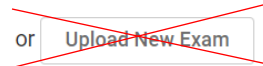
In Minutes

60

13. Select a previously created exam from the list. If you have not previously uploaded an exam for the course, you can skip this step for now. Once you have completed the below steps, you can upload a new exam (see [How to Add an Exam](#)) at any time then return to the booking and attach the exam (See [How to Connect an Exam to the Student's Booking Request](#)). The **Exam** consists of the information necessary to invigilate the exam and serves as a cover sheet.



IMPORTANT: Do not use the **Upload New Exam** feature inside the booking request. Only choose previously uploaded exams from the dropdown list.

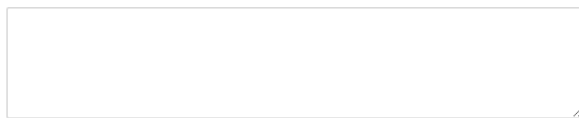


14. Enter any information under **Notes** that the accessibility staff in Testing Services may need to know that is not covered in the exam information. **Example:** *I am approving this exam but that may change as the student has not submitted all assignments*
15. Once you have reviewed the information and all edits are complete, choose **yes** or **no** under **Testing Appointment Approved**
16. 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



IMPORTANT: Instructors may use **Accommodate** to deny exam bookings for reasons such as the student has not completed all prerequisites, or the instructor can provide the accommodation in the classroom. For more information about student accommodations, please refer to the [Reasonable Accommodation \(pdf\)](#) policy or contact [Accessibility Services](#).

17. Enter a short explanation as to why the booking request was denied. Ex. *not eligible due to incomplete assignments*
18. 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



19. The student will receive an email notification stating that their request was approved or denied
20. The **Test Room Booking Request** will move to **Approved** if you have approved the request
21. 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
22. 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 the denial, and selecting **Submit**.

IMPORTANT: Instructors may use **Accommodate** to deny exam bookings for reasons such as the student has not completed all prerequisites, or the instructor can provide the accommodation in the classroom. For more information about student accommodations, please refer to the [Reasonable Accommodation \(pdf\)](#) policy or contact [Accessibility Services](#).

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/exam information 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.

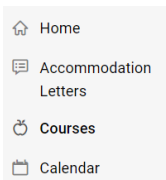
To connect the exam when you are approving the booking request see [step #13](#) under **How to Approve or Deny Pending Requests**

To connect the exam after you have added an exam, return to the booking request (see [How to Approve or Deny Pending Requests](#)). Connecting the exam is step #13.

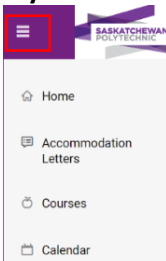
How to Edit/Delete an Exam

It is important to update the exam/exam information a **minimum of 3 business days prior to the write date**. If you have submitted an update less than 3 business days prior to the write date, inform Accessibility.Testing@saskpolytech.ca to ensure the correct exam/exam information is supplied to the invigilator for the student.

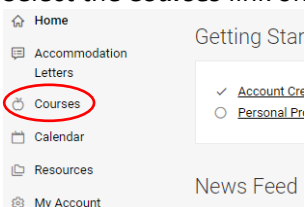
1. [Log into your Accommodate account](#)
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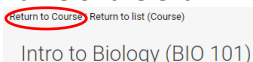
3. **If you do not see the menu**, click on the three vertical lines on the left and the menu will expand



4. Select the **Courses** link on the left menu



5. 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



6. Scroll up and select the course from your list of courses
 - 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

Keywords

Semester

Apply Search Clear

2 Results

Environmental Design
END 110-01
Date: August 21, 2020 - December
Time: 1:00 pm - 2:30 pm

7. Select the **Exam** heading under the course name
Environmental Design (END 110-01)

Course Details Enrolled Students Room Bookings **Exam**

8. Scroll up and select the exam

Keywords

Apply Search More Filters

☐ Add New Exam ☐ Batch Options 3 Results

☐ Midterm 3
Intro to Biology
Starts May 13, 2021
Ends May 13, 2021
Duration: 90

9. If you are editing an exam:
 - a. Change and/or add the information (* indicates a required field)
 - b. Select **Submit**

Submit Save Delete Cancel

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

10. If you are deleting an exam:

- a. Select **Delete**

Submit Save Delete Cancel

- 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?*

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