

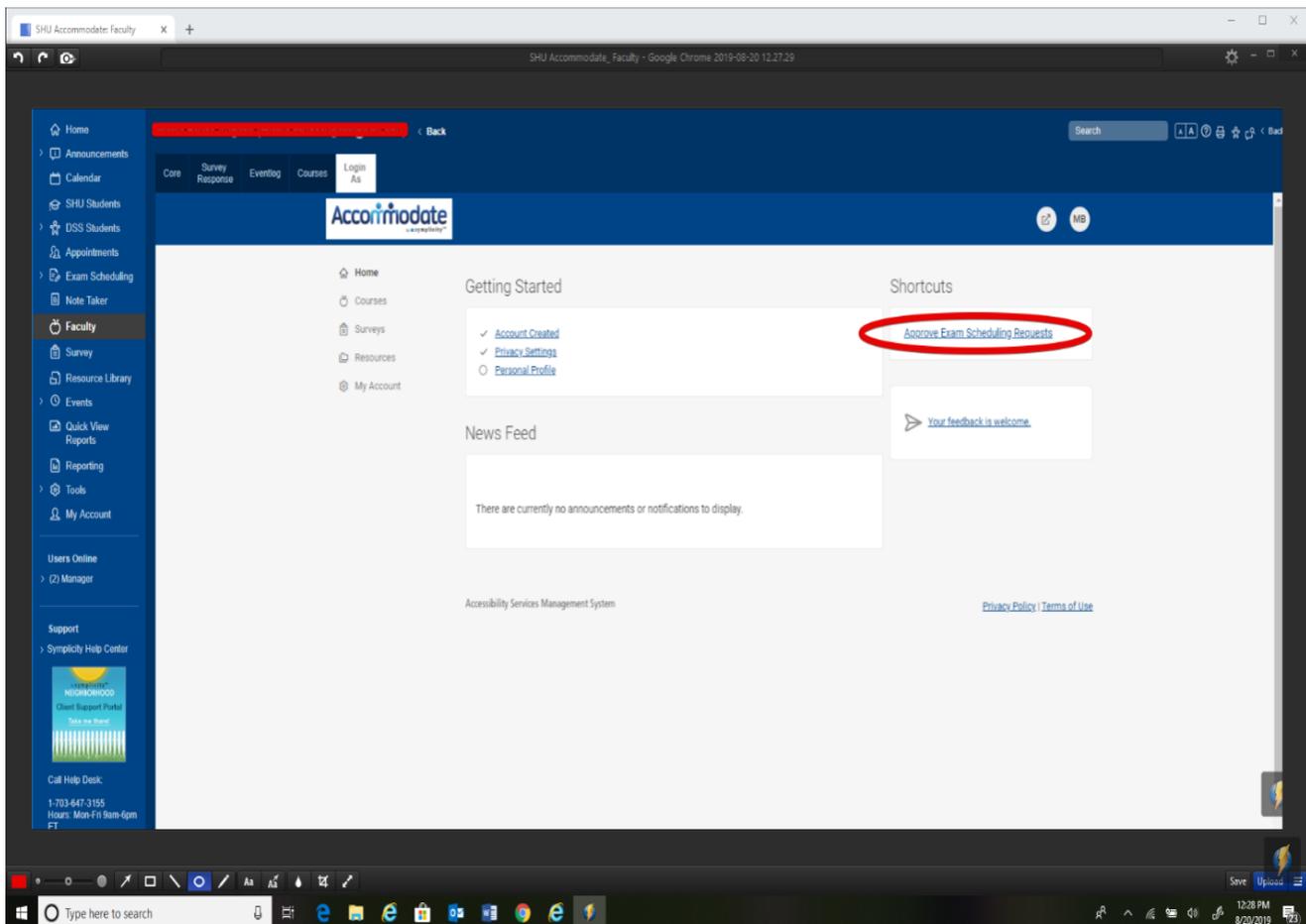
Faculty – Exam Requests

Once you receive an email indicating an exam proctoring request has been submitted, please follow the instructions below. DSS has instructed students to submit their exam proctoring requests at least 4 business days prior to a scheduled exam.

**Please complete this information within 48 hours of receiving the request. We cannot approve and/or confirm students' testing arrangements without this information.*

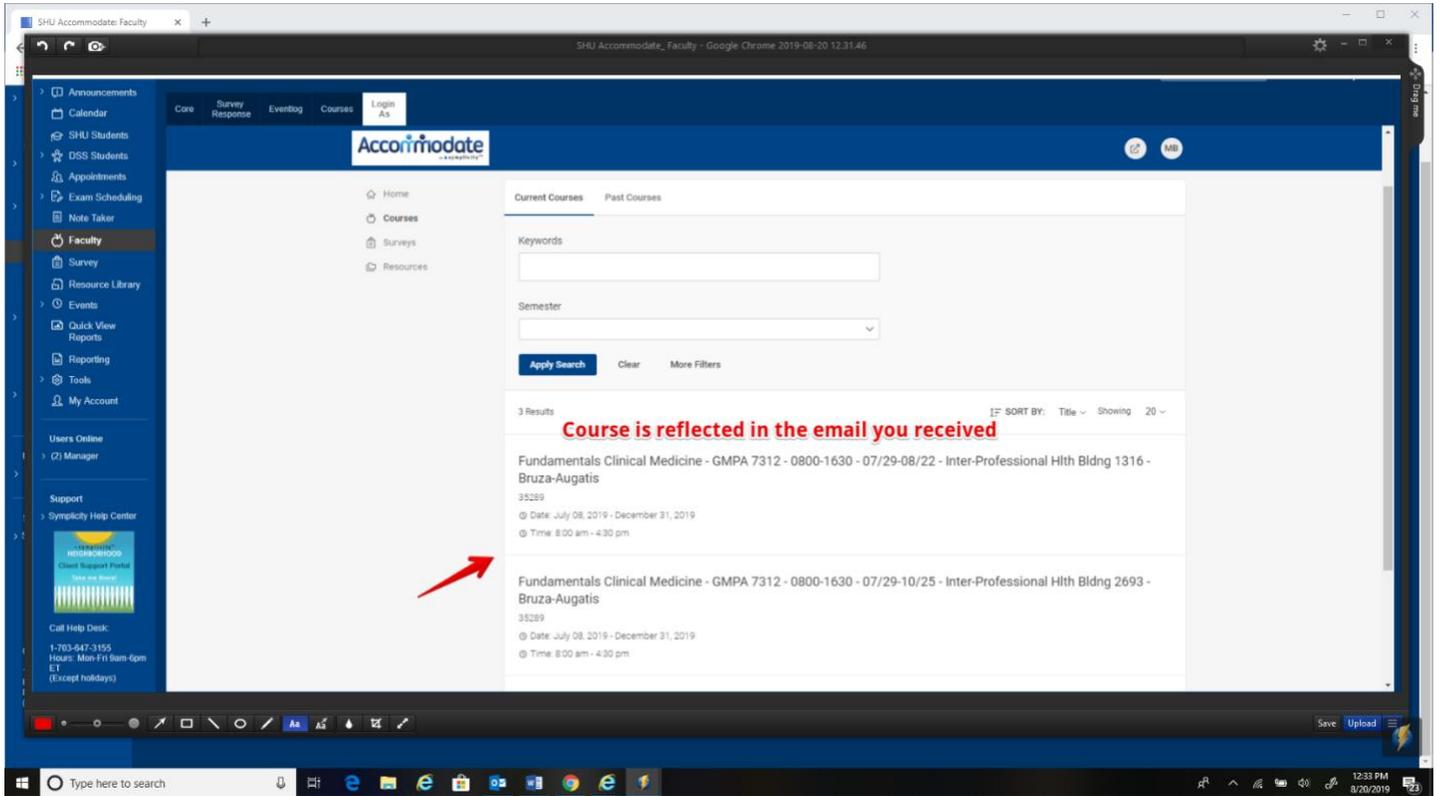
Step 1: Log into the Accommodate system by using your SH credentials (shortname and password):
<https://shu-accommodate.symlicity.com>

Step 2: Under the shortcuts heading, click on "Approve Exam Scheduling Requests"

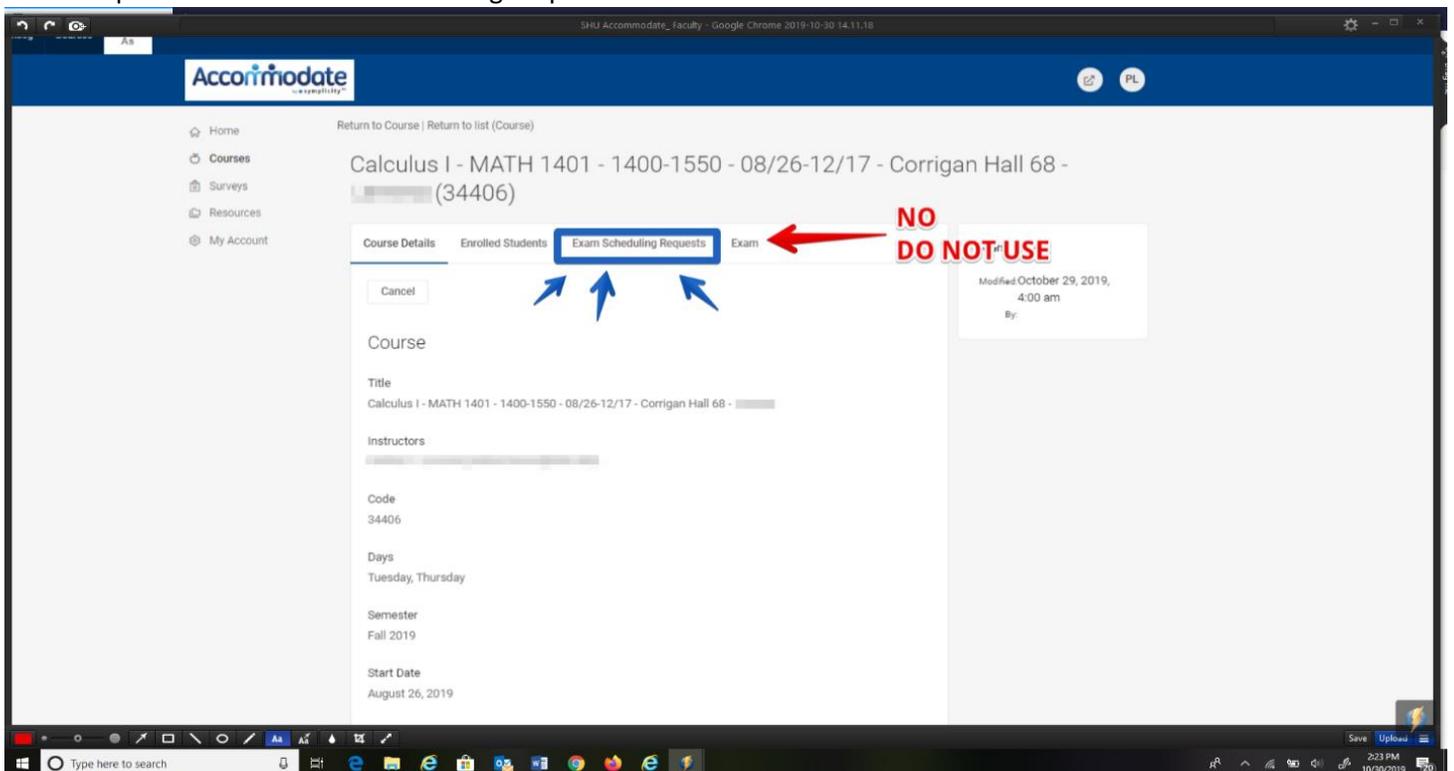


The screenshot shows the SHU Accommodate Faculty dashboard. The interface includes a left-hand navigation menu with options like Home, Announcements, Calendar, SHU Students, DSS Students, Appointments, Exam Scheduling, Note Taker, Faculty, Survey, Resource Library, Events, Quick View Reports, Reporting, Tools, My Account, Users Online, (2) Manager, and Support. The main content area features a 'Getting Started' section with links for Account Created, Privacy Settings, and Personal Profile. A 'Shortcuts' section is highlighted with a red circle, containing the link 'Approve Exam Scheduling Requests'. Below this is a 'News Feed' section with a message: 'There are currently no announcements or notifications to display.' The bottom of the page includes an 'Accessibility Services Management System' link and 'Privacy Policy | Terms of Use' links. The browser's address bar shows the URL 'https://shu-accommodate.symlicity.com' and the system tray at the bottom indicates the time is 12:28 PM on 8/20/2019.

Step 3: Select the course the student is enrolled in (refer to the exam proctoring request submitted by email)



Step 4: Select the "Exam Scheduling Requests" tab.



Step 5: Select the "Pending Requests" tab.

The screenshot shows the Accommodate web application interface. The main content area displays the course details for "Research Methods II - GMOT 7320 - 0930-1130 - 08/26-12/17 - Inter-Professional Hlth Bldg 3419 - Segal (32454)". The "Exam Scheduling Requests" tab is selected, and the "Pending Requests" link is circled in red. Below the tabs, there is a search bar with the text "Approved Requests: To approve requests choose the edit icon under the Actions box." and a "Keywords" input field. The "Apply Search" button is visible. The bottom of the screen shows the Windows taskbar with the time 3:00 PM on 8/28/2019.

Step 6: Select the name of the student that submitted the request.

The screenshot shows the Accommodate web application interface. The main content area displays the course details for "Biochemistry of Metabolism - BIOL 3233 - 0800-0915 - 08/26-12/17 - Science Bldg - McNulty Hall 109 - Nichols (35367)". The "Exam Scheduling Requests" tab is selected, and the "Pending Requests: Click Name of Student to Edit" link is highlighted in red. Below the tabs, there is a search bar with the text "Approved Requests: Click Name of Student to Edit." and a "Keywords" input field. The "Apply Search" button is visible. The "Batch Options" section shows "1 Results" and "Showing 20". The results list contains one entry: "South Orange - DSS Testing Center" with the date "Date September 23, 2019" and time "Time 2:00 pm". A red arrow points to the student's name in the results list, with the text "Click on student's name" written in red. The bottom of the screen shows the Windows taskbar with the time 2:56 PM on 9/16/2019.

Information regarding the student's exam request is displayed.

[Return to Course](#) | [Return to list \(Room Bookings\)](#)

Alternative Testing Room Booking for [REDACTED]

[Course Details](#) [Enrolled Students](#) [Exam Scheduling Requests](#) [Exam](#)

[Submit](#) [Save](#) [Cancel](#)

* indicates a required field

Alternative Testing Room Booking

Student *
[REDACTED]

Course
Genetics - BIOL 2221 - 1200-1250 - 08/26-12/17 - Schwartz Hall 113 - Gan [REDACTED]

Instructor Name *
[REDACTED]

Testing Room *
South Orange - DSS Testing Center

Testing Date *
2019-09-25 [Select](#) [Clear](#)

Testing Time
12 [v](#) 00 [v](#) pm [v](#) [Clear](#)

Step 7: Please verify the class exam length, and length of exam with accommodation if known. Indicate if the class is resuming for lecture following the exam and time of lecture. Please provide a phone number where you can be reached during the exam. Select from the list of allowed materials (if any).

Length of Exam for Class *

Please indicate how long the class receives for this exam.

75

Exam length with accommodation

Please indicate how much time student has with accommodations. If you're unsure DSS can edit based on response to above question about class exam length.

Are you able to take this exam at the same time the class is taking it?

yes

Will there be lecture following this exam or quiz?

If there is lecture planned, what time will lecture begin?

Phone number to reach you at in case there is an issue with the Exam and/or Exam administration *

Allowed Materials: *



- No Materials Allowed
- Open Notes
- Open Book
- Note Cards (please specify size below)
- Calculator
- Formula Sheet(s)

For all online exams administered at DSS we require a hard copy version of the exam questions sent ahead of time (in-person or via email) to use in the event that the online exam doesn't work and we can't fix it with you in a timely manner. Please provide all applicable exam passwords and platform being used to administer exam (Blackboard Password and Location with Blackboard, PAEA, HESI, ExamSoft, Exam Password, Resume Codes, & Review Passwords). If you do not use a password for Blackboard please indicate that here. Indicate the size of note cards (if allowed).

Exam Passwords

Please indicate for any online exams all pertinent passwords and information here including platform used (Blackboard, ExamSoft), passwords (to open exam, resume codes, review passwords) or indicate there are no passwords, and location of exam if on Blackboard to find it. DSS requires a hard copy version sent ahead of time that includes all exam materials in case any issues arise with online exam that we can't rectify with you to ensure students are not delayed in taking their exam at DSS.

Please specify size of Note Cards:

Additional Instructions:

Exam Delivery: * 

- Exam will be emailed to DSS
- Exam is uploaded below (easiest)
- Student will access exam online
- Instructor will hand-deliver to DSS

Step 8:

Select the method for exam delivery. You have the option to upload the exam to the request, email the exam to dss@shu.edu, or hand deliver it. Exams must be submitted to DSS at least one business day in advance of the test administration in order for DSS to proctor your exam.

Also select the method of Exam Return. DSS can scan and email the exam to professors (South Orange only), professors can pick up the exam from DSS – Duffy Hall #67, or the student can submit the exam electronically.

Additional Instructions:

Exam Delivery: *

- Exam will be emailed to DSS
- Exam is uploaded below (easiest)
- Student will access exam online
- Instructor will hand-deliver to DSS

Exam Return: *

- Student will submit electronically
- DSS will scan/email to Instructor (South Orange only)
- Instructor will pick up from DSS (Required for IHS Campus unless exam is submitted online)

Attachment

← Upload exam here

Auxilliary Aids you plan to use with this exam

Extended Time - 50%, Distraction Reduced Environment

Click on “Submit” once all information has been provided. DSS will then approve or decline the request. If the request is approved, you will receive an email from DSS indicating that. If the request is declined, please reach out to DSS to discuss. If you have any questions or concerns about the request, please contact DSS.