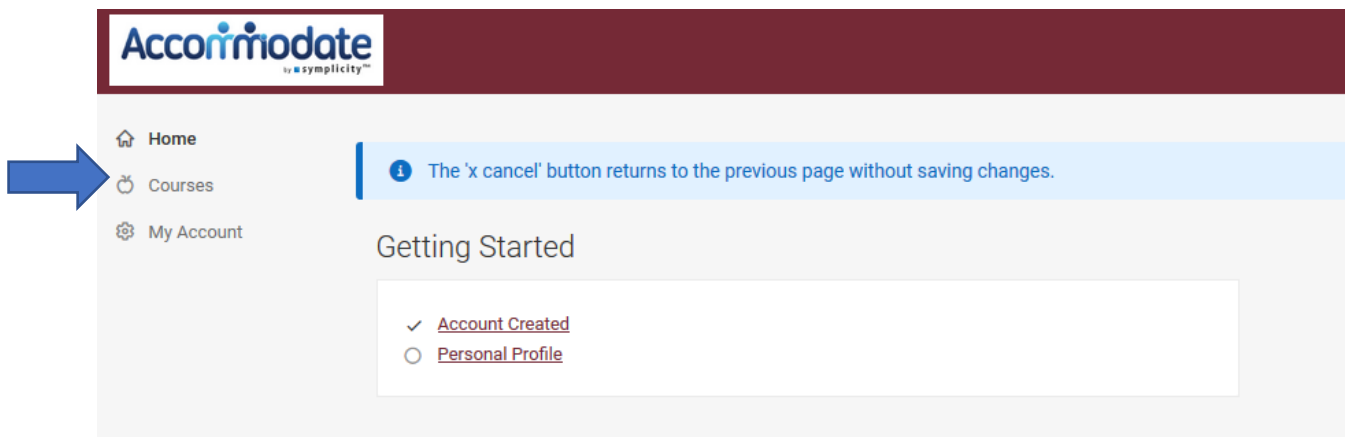


# FACULTY GUIDE TO MANAGING TEST BOOKING REQUESTS THROUGH ACCOMMODATE

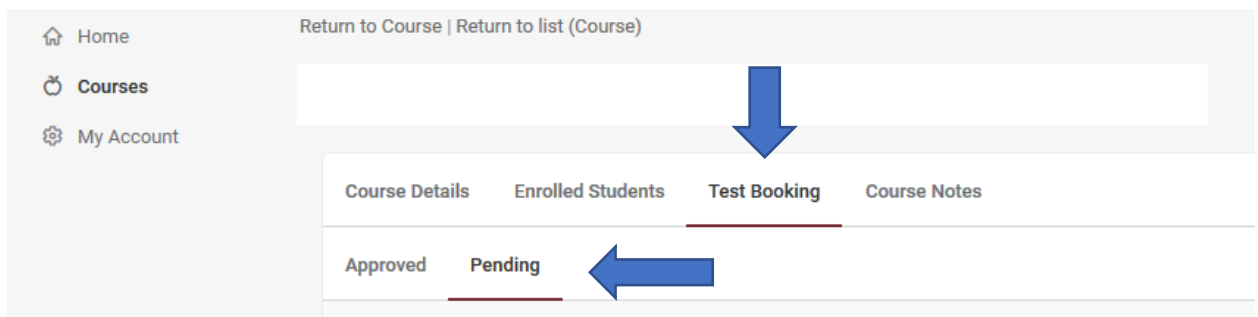
ACCESS LINK: <https://bellarmine-accommodate.symplicity.com/faculty/>

## Viewing Pending Test Requests

- In order to view your pending test requests, you will need to select the course you would like to view from the list provided under the “Courses” tab.



- Once you have selected the course, you can see several additional tabs.
- To view test booking requests, click the “Test Booking” tab. The view defaults to approved test booking requests.



- By selecting the “Pending” tab, you can view all pending test booking requests for the selected course.

\*\*\* You will receive automated reminder emails to approve pending test requests five and two days out from the requested testing date.

## Approving a Test Request

- In order to approve a test booking request, you must click on the student's name to enter the appointment

Accommodate  
by simplicity™

Home | Courses | My Account

Return to Course | Return to list (Course)

Course Details | Enrolled Students | **Test Booking** | Course Notes

Approved | **Pending**

Keywords

Apply Search

**Batch Options** 1 Results

**STUDENT NAME** ←  
exam  
Testing Center  
Date October 21, 2019  
Time 12:15 pm

- On the next page, you are able to add notes for the test proctor and upload the exam; however, if you are not prepared to do this yet, you can and should only approve the test booking request. To approve the request, scroll to the bottom of the page and click “Yes” next to “Testing Appointment Approved” and then the “Submit” button.

**Submit**   **Save**   Cancel

\* indicates a required field

## Alternative Testing Room Booking

Student \*

Testing Room \*

Testing Center

Testing Date \*

October 23, 2019

Testing Time

0:00 am

STUDENT NAME

Length

In Minutes

100

Course

Exam

History Exam

Standard Exam Length \*

How long are students in the classroom given to complete this exam?

Notes

Please include any additional instructions for this test (scantron form, calculator, notes allowed, index card allowed, equation sheet allowed, etc).

Attachment

Please attach testing materials here. Do not email tests to the Testing Center Coordinator. The only two delivery methods are upload here or deliver 24 hours in advance of the testing time to the Testing Center.

Add Item

Testing Appointment Approved

Yes    no



**EXAM IS NOT  
APPROVED UNTIL YOU  
CLICK "YES" HERE**

- If you wish to decline the test booking request, select “No”, then the “Submit” button, and the student will be notified. If you decline a test booking request, the student should follow-up with you to determine a different date/time.

### **Viewing Approved Test Requests**

- To view test booking requests, click the “Test Booking” tab. The view defaults to approved test booking requests. Even though a test booking request has been approved, you can decline or cancel the request by clicking on the appointment and selecting “No” next to “Testing Appointment Approved”, then the “Submit” button. If a previously approved request is changed both the student and the Testing Center will be notified.
- If you were to cancel a previously approved test booking request, you should follow-up with the student about rescheduling the exam.

### **Providing the Test to the Testing Center**

There are several options for providing the test:

1. Upload the test when approving the test booking.
2. Upload the test after the test booking has been approved.
3. Deliver a hard copy of the test to the Testing Center.

**PLEASE MAKE SURE TO ADD ANY RELEVANT NOTES FOR THE APPOINTMENT, INCLUDING ANY AIDS ALLOWED (Calculators, open book, scantron, etc.)** Otherwise, the student will not be allowed to bring these items into the Testing Center with them.

**DO NOT** email exams to the Testing Center Coordinator or the Student Success Center. Uploading through Accommodate is the most secure and preferred method of test delivery.

To upload the test after approving the request, view your list of “Approved” Testing Bookings and select the “Edit” icon next to the request. On the following screen, please provide any details pertinent to the successful administration of the exam and then attach the exam to the test request.

\*\*\*An automated email reminder to upload the exam will be delivered one day prior to the testing date.