

## Students with Disabilities How to Upload an Exam

The University of Scranton uses Accommodate by Symplicity, a tool that enables the OSSS to manage accommodation requests and other services that accompany the requests.

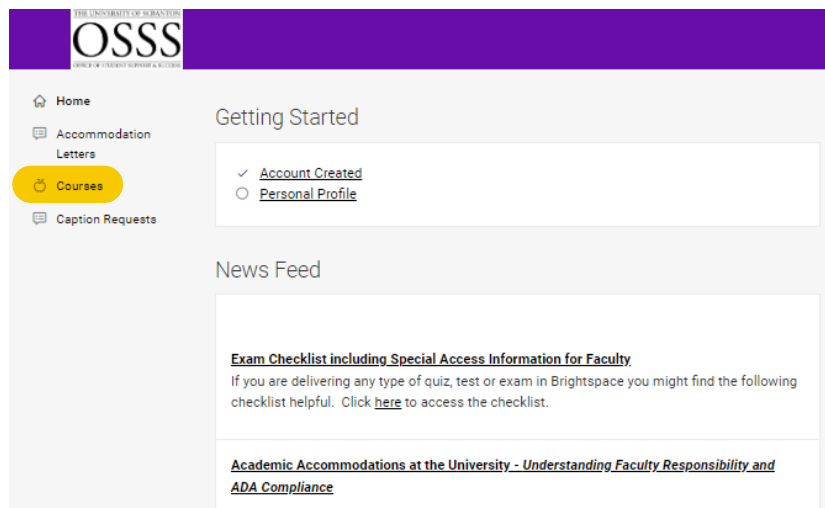
### Uploading an Exam

Only students who submitted documentation to the OSSS and have been approved after a rigorous vetting process are eligible for accommodations.

Students who want to take their examination in the OSSS will have to submit an Exam Booking Request through Accommodate. Once an Exam Booking Request has been submitted by a student, the faculty member will receive an email prompting them to verify the specifics of each exam, including dates, times, permissible equipment or tools, and will also be prompted to upload their exam via Accommodate. The faculty members are still welcome to drop off the exam in person.

To upload an exam and answer pertinent questions about the exam, follow the steps below:

Access Accommodate by logging into the my.Scranton portal - and clicking on the Faculty link on the left nav bar. Next, under the Faculty Links section click Accommodate.



1. Click **Courses**

The screenshot shows the OSSS Course Catalog search interface. On the left is a navigation menu with links for Home, Accommodation Letters, Courses, and Caption Requests. The main content area is titled 'Course' and has sub-tabs for 'Course Catalog' and 'Past Courses'. Below the tabs are search filters: a 'Keywords' text input field, a 'Semester' dropdown menu, and buttons for 'Apply Search', 'Clear', and 'More Filters'. Below the filters, it indicates '2 results' and displays a search result for '11638 MATH 005-13 Algebra' with details: '005-13', 'Date: August 28, 2023 - December 16, 2023', and 'Time: 4:00 pm - 5:15 pm'.

## 2. Click Course Name

The screenshot shows the OSSS Course Details page for '11638 MATH 005-13 Algebra (005-13)'. The navigation menu is on the left. The main content area has tabs for 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings', and 'Exam'. A 'Cancel' button is visible at the top. Below the tabs, the 'Course' title is displayed as '11638 MATH 005-13 Algebra'.

## 3. Click Exam

The screenshot shows the OSSS Course Exam page for '11638 MATH 005-13 Algebra (005-13)'. The navigation menu is on the left. The main content area has tabs for 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings', and 'Exam'. Below the tabs are search filters: a 'Keywords' text input field, an 'Apply Search' button, and a 'More Filters' link. At the bottom, there is a prominent yellow 'Add New Exam' button.

#### 4. Click Add New Exam

The screenshot shows the OSSS web interface. At the top is a purple header with the OSSS logo. On the left is a navigation menu with links for Home, Accommodation Letters, Courses, and Caption Requests. The main content area features a file upload section with a dashed box and the text "Drop files here to upload" and "Each file should be less than 1GB", with an "Upload File" button. Below this are "Start Date" and "End Date" fields, each with a calendar icon and a refresh icon. A table of exam times is displayed, with columns for each day of the week (Monday through Sunday) and rows for 15-minute intervals from 12:00 am to 4:15 am. Each time slot has a small upward-pointing arrow. At the bottom, there is an "Apply to all records" section with a radio button for "Yes" and a radio button for "No".

5. Fill out the entire form and upload your file in the *Attachment* field
  - a. If there are multiple students in the same section taking the same exam in the OSSS in the timeframe you indicate, select *Yes* in the *Apply to all records* area
6. Click **Submit**