

Accommodate Training for Faculty

How to view Testing Room
Bookings and Approve

Testing

You will receive 2 Automated emails from Accommodate when the student books a testing request

1. A 3 day reminder email
2. A 1 day reminder Link will be provided to approve and upload the exam

In all emails, there will be a link provided to approve the request (recommended), upload the exam and write specifics instructions for administering the exams (i.e. formula sheet, type of calculator)

Testing: Uploading Exams

1. Login into Accommodate: <https://access.mercer.edu>

Testing

Uploading the exam any/or providing
administration directions

Testing: Uploading/Administration information for the exam

Two ways to provide the test

Individual Student Test

1. Select "Courses" tab
2. Select Course
3. View "Room Bookings" -to see scheduled exam, approve exam and attach an exam.

You now have **two views Pending and Approved** - Room Bookings to help navigate

Exam Upload

If you have multiple students and only have one version of the test.

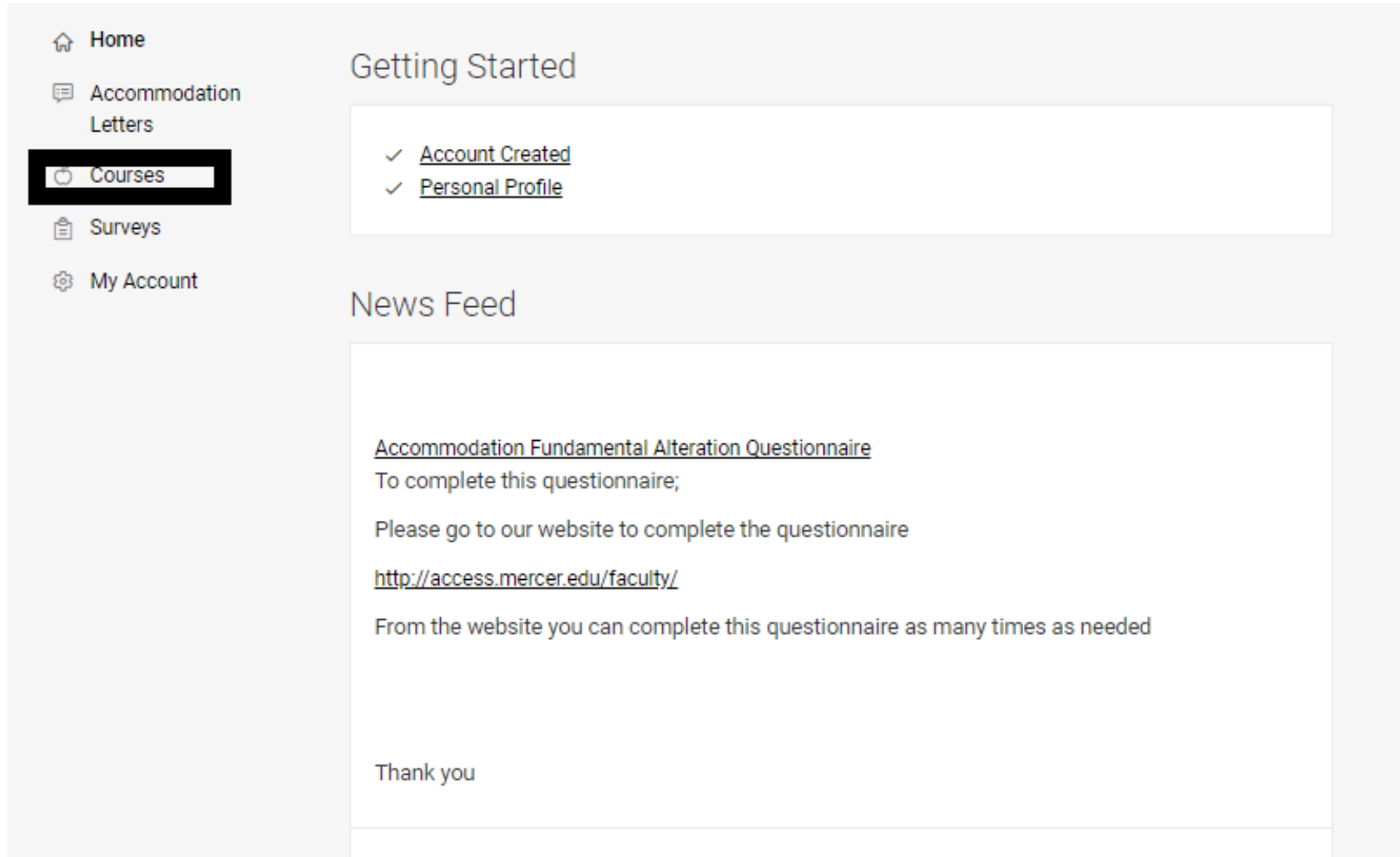
1. Select "Courses" tab
2. Select the Course needing an exam
3. Select "Exam" and "Add New Exam" - fill in the form and add attachment

New addition - you can select to use the same test for all students with reservations

“Apply to all records”

Testing: Attach exam to the student

1. Select the Courses Tab



The screenshot displays a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu includes the following items:

- Home
- Accommodation Letters
- Courses** (highlighted with a black box)
- Surveys
- My Account

The main content area is titled "Getting Started" and contains a list of completed tasks:

- ✓ [Account Created](#)
- ✓ [Personal Profile](#)

Below the "Getting Started" section is a "News Feed" section containing the following text:

[Accommodation Fundamental Alteration Questionnaire](#)
To complete this questionnaire;
Please go to our website to complete the questionnaire
<http://access.mercer.edu/faculty/>
From the website you can complete this questionnaire as many times as needed

Thank you

Testing: Attach exam to the student

2. Select Course

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

3 Results 🔍 SORT BY: Title Showing 20

Case Conference I
COP PHA 650A-2021-SU 40
🕒 Date: May 17, 2021 - September 03, 2021
🕒 Time: ---

Case Conference II
COP PHA 650B-2021-SU 30
🕒 Date: May 17, 2021 - September 03, 2021
🕒 Time: ---

Introductory Law
COP PHA 373-2021-SU 10
🕒 Date: May 12, 2021 - August 13, 2021
🕒 Time: 1:00 pm - 3:00 pm

3. View Room Bookings Pending or Approved

Introductory Law (COP PHA 373-2021-SU 10)

Course Details Enrolled Students **Room Bookings** Exam Course Notes

Pending Approved

Keywords

Apply Search More Filters

Testing: Attach exam to the student

4. Select the student's name

Introductory Law (COP PHA 373-2021-SU 10)

Course Details Enrolled Students **Room Bookings** Exam Course Notes

Pending **Approved**

Keywords

Apply Search More Filters

2 Results

Student's Name

[REDACTED]
Pharmacy Testing Atlanta 109
May 26, 2021 - 1:00 pm

Testing: Attach exam to the student

5. Fill in the details and Save

- View Scheduled Exam
- Upload Exam
- Test Length
- Delivery Location
- Notes
- Approve/Deny

Alternative Testing Room Booking

Student *
Completing this field will cause the page to reload. All fields will retain their values.
[REDACTED]

Testing Room *
Pharmacy Testing Atlanta 109

Testing Date *
May 26, 2021

Testing Time
1:00 pm

Length
In Minutes
90

Course
Completing this field will cause the page to reload. All fields will retain their values.
Introductory Law (COP PHA 373-2021-SU 10)

Exam
[select] [Clear]

or [Upload New Exam]

Exam
Exam One

Test Length (without accommodation)
[REDACTED]

Deliver Location:
[REDACTED]

Notes
[REDACTED]

Attachment
[Add Item]

Do you approve this test request?
 Yes no

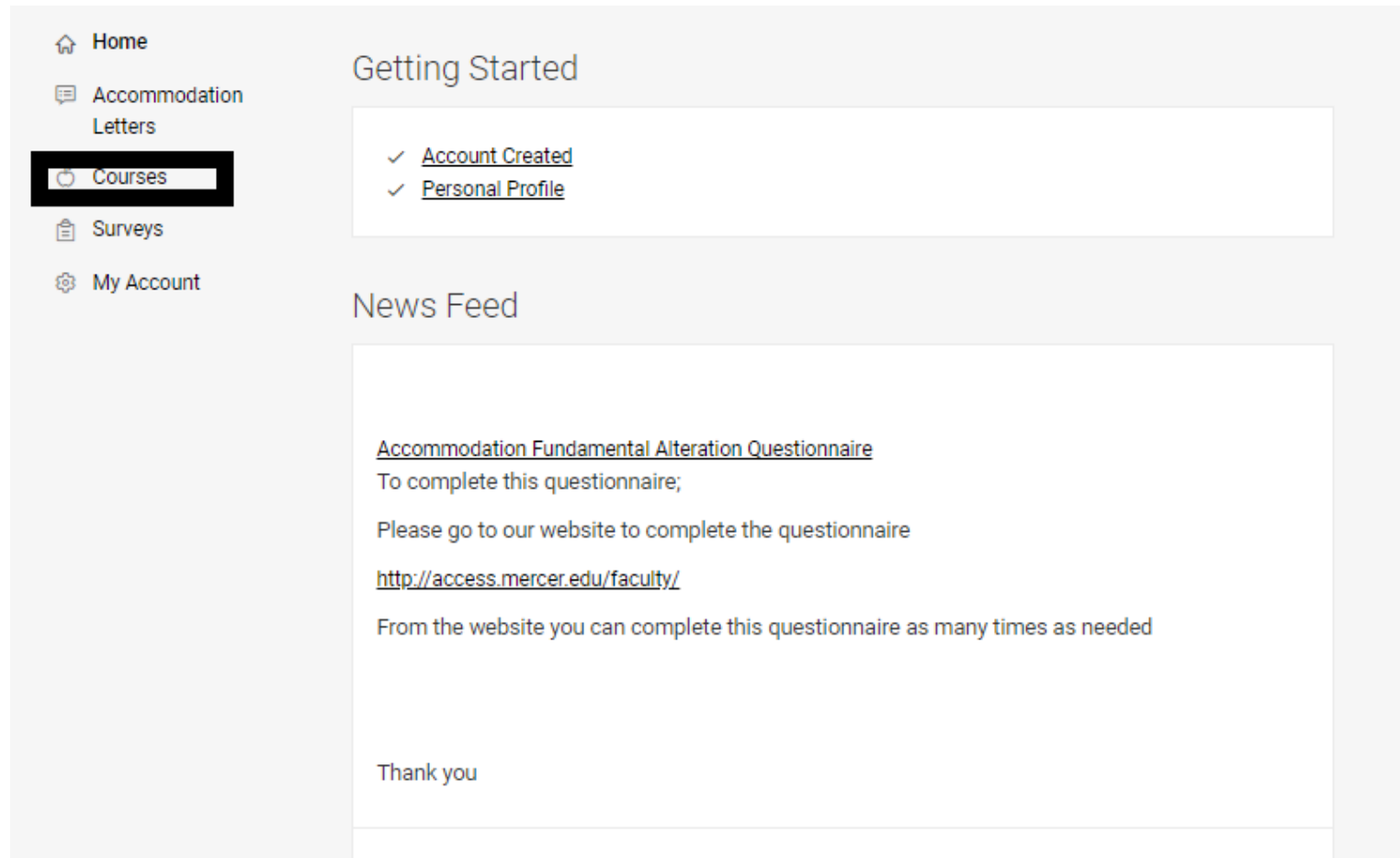
[Submit] [Save] [Cancel]

Testing

Uploading the exam to the Course

Testing: Upload the exam to the Course

1. Select Course



The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains navigation links: Home, Accommodation Letters, Courses (highlighted with a black box), Surveys, and My Account. The main content area is titled 'Getting Started' and shows two checkmarks: 'Account Created' and 'Personal Profile'. Below this is a 'News Feed' section with a message about an 'Accommodation Fundamental Alteration Questionnaire' and a link to a website.

Home

Accommodation Letters

Courses

Surveys

My Account

Getting Started

- ✓ [Account Created](#)
- ✓ [Personal Profile](#)

News Feed

[Accommodation Fundamental Alteration Questionnaire](#)
To complete this questionnaire;
Please go to our website to complete the questionnaire
<http://access.mercer.edu/faculty/>
From the website you can complete this questionnaire as many times as needed

Thank you

Testing: Upload the exam to the Course

2. Select the Course

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

3 Results 1= SORT BY: Title Showing 20

Case Conference I
COP PHA 650A-2021-SU 40
⌚ Date: May 17, 2021 - September 03, 2021
⌚ Time: ---

Case Conference II
COP PHA 650B-2021-SU 30
⌚ Date: May 17, 2021 - September 03, 2021
⌚ Time: ---

Introductory Law
COP PHA 373-2021-SU 10
⌚ Date: May 12, 2021 - August 13, 2021
⌚ Time: 1:00 pm - 3:00 pm

Testing: Upload the exam to the Course

3. Select Exam

Introductory Law (COP PHA 373-2021-SU 10)

Course Details Enrolled Students Room Bookings **Exam** Course Notes

[Cancel](#)

Course

Title
Introductory Law

Instructors
[REDACTED]

Code
COP PHA 373-2021-SU 10

Credit Hours
2

Days
Wednesday

Semester
2021-SU

Start Date
May 12, 2021

End Date
August 13, 2021

Start Time
1:00 pm

End Time


4. Add New Exam

Introductory Law (COP PHA 373-2021-SU 10)

Course Details Enrolled Students Room Bookings **Exam** Course Notes

Keywords

[Apply Search](#)

[Add New Exam](#) 

Testing: Upload exam to the Course

5. Fill in the form and Save

Submit **Save** Cancel Delete

* indicates a required field

Exam

Course *
Introductory Law (COP PHA 373-2021-SU 10)

Faculty Email

Course and Instructor (ex. ERG T26 Finn) *

Description


Final Exam
Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.
 Yes no

Test Length (without accommodation) *

Is the class proctored during the exam: *
 Yes no

Is the exam hosted online through Canvas:
 Yes no

Attachment


Drop files here to upload

First date students can take this test *

Last date students can take this test *

Approved testing materials
 Calculator - Non graphing
 Cheat sheet
 Class Notes
 Formula sheet
 Graphing calculator
 Text book
 Other

Check all that apply:

If "other" please specify

Delivery Location for Completed Test

Apply to all records
If select yes, exam will be added to all existing approved or pending requests for the same course with a test date in between the exam start and end date.
 Yes no

Submit **Save** Cancel Delete