



## **Accommodate Guide for Faculty**

### **Initial Steps**

First, make sure that your students have accommodations on file by directing them to [sunymaritime.edu](http://sunymaritime.edu) and selecting “Academics” followed by “Student Engagement and Advising (SEA) Center” and finally “Accommodations.” They may also go to <https://www.sunymaritime.edu/accommodations>. This page contains instructions on how to register for accommodations.

### **Booking an Accommodated Exam**

1. Your students must go to [suny-maritime-accommodate.symplicity.com](http://suny-maritime-accommodate.symplicity.com) and select “Student,” then “Testing Room,” and finally “New Booking Request” near the bottom of the page.
2. Select your course, then input the date and time of the exam before clicking “Check Availability.” Lastly, select the desired time from the box on the right. Please note that **all exams must be booked at least 72 hours in advance of the test date.**
3. At the time of your exam, report to the front desk of the Learning Center, located on the 3<sup>rd</sup> floor of Heritage Hall.
4. Present your phone, smartwatch, and any other electronic devices to your proctor for storage in the secure conference room cabinet for the full duration of the exam.
5. Your completed exam will be scanned and uploaded to your professor between 24 and 72 hours of the test date.

## **Uploading Exams to Accommodate**

1. When a student requests an exam for your course, you will receive an automatic email from Accommodate.
2. Please log-in to [suny-maritime-accommodate.symplicity.com](https://suny-maritime-accommodate.symplicity.com) and select “*Courses*” followed by the relevant course. Next, select “*Exams*,” followed by “*Add New Exam*.”
3. Upload your exam here, along with the date range that you plan on offering it. Please make this range at least one week if you plan on allowing students to take the exam after the initial date.
4. Please select “*Apply to all records*” if multiple students will be taking the same accommodated exam.
5. If the exam cannot be uploaded at least 24 hours prior to the requested time, we may ask faculty to deliver the exam to the front desk of the Learning Center.

## **Collecting Completed Exams from Accommodate**

1. Most completed exams will be uploaded to Accommodate within 24 hours, but we ask for a maximum of 72 hours from the test date to account for short staffing and/or weekends.
2. When a finished exam has been uploaded, you will receive an automatic email from Accommodate.
3. Please log-in to [suny-maritime-accommodate.symplicity.com](https://suny-maritime-accommodate.symplicity.com) and select “*Courses*” followed by the relevant course. Next, select “*Alternative Room Bookings*.”
4. You will see a downloadable pdf of the exam next to “*Completed Exams*.”

Home

Accommodation Letters

Courses

Caption Requests

My Account

Home / Course / Course Details / Alternative Test Room Bookings

Dynamics (ENGR-244-01)

Course Details

Enrolled Students

Alternative Test Room Bookings

Exam

Keywords

Apply Search

2 results

Sort By: Testing Date Showing 20

Conference Room

October 15, 2024 - 7:15 pm

Exam Details: Quiz 2

Original Exams: ENGR244 - Topic 2 - Quiz 2.pdf

Completed Exam: 10-15.pdf Click to Download

Conference Room

September 18, 2024 - 1:30 pm

Exam Details: ENGR 244 - Quiz 1

Original Exams: ENGR244 - Topic 1 - Quiz 1.pdf

Accessibility Services Management System

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## FAQ

Q: What if a student books an exam at an inappropriate time? (Ex. Before the exam is given to the rest of the class, or one week afterwards.)

A: Such requests are considered unreasonable, and faculty are encouraged to reach out to students and request that they modify or delete the booking.

Q: What if I can't find a completed exam?

A: In the rare circumstance where a completed exam cannot be found in Accommodate due to a bug or glitch, please reach out to [ndorot@sunymaritime.edu](mailto:ndorot@sunymaritime.edu) and the exam will be sent to you via email (Monday-Thursday only).

Q: Who should I reach out to for more information?

A: Please direct any questions to: [ndorot@sunymaritime.edu](mailto:ndorot@sunymaritime.edu)