

Faculty Accommodate Manual for Exams

The screenshot shows the JMU Accommodate Faculty Portal. At the top, the JMU logo and 'JAMES MADISON UNIVERSITY' are on the left, and 'INFO FOR' with a search bar is on the right. Below this is a navigation bar with links for ADMISSIONS, ACADEMICS, STUDENT LIFE, VISIT, TUITION & FINANCIAL AID, and ATHLETICS. The main heading is 'Accommodate: Faculty Portal'. On the left is a sidebar menu for the 'OFFICE OF DISABILITY SERVICES' with links to ACCOMMODATE, GETTING STARTED WITH ODS, DOCUMENTATION GUIDELINES, PROGRAMS AND ACCOMMODATIONS, TEMPORARY IMPAIRMENTS AND HEALTH CONDITIONS, OUTREACH, RESOURCES, and ABOUT/CONTACT US. The main content area has a section titled 'What is Accommodate?' with a description and a link to 'JMU Policy 1331 (Disabilities & Reasonable Accommodations) - Section 7.9'. Below this is an 'FAQs' section with questions about logging in, viewing letters, and managing exams. A red box highlights a button that says 'Access Accommodate in MyMadison'. At the bottom, there is an 'Introduction and Logging In' section with a video tutorial description and a video player thumbnail.

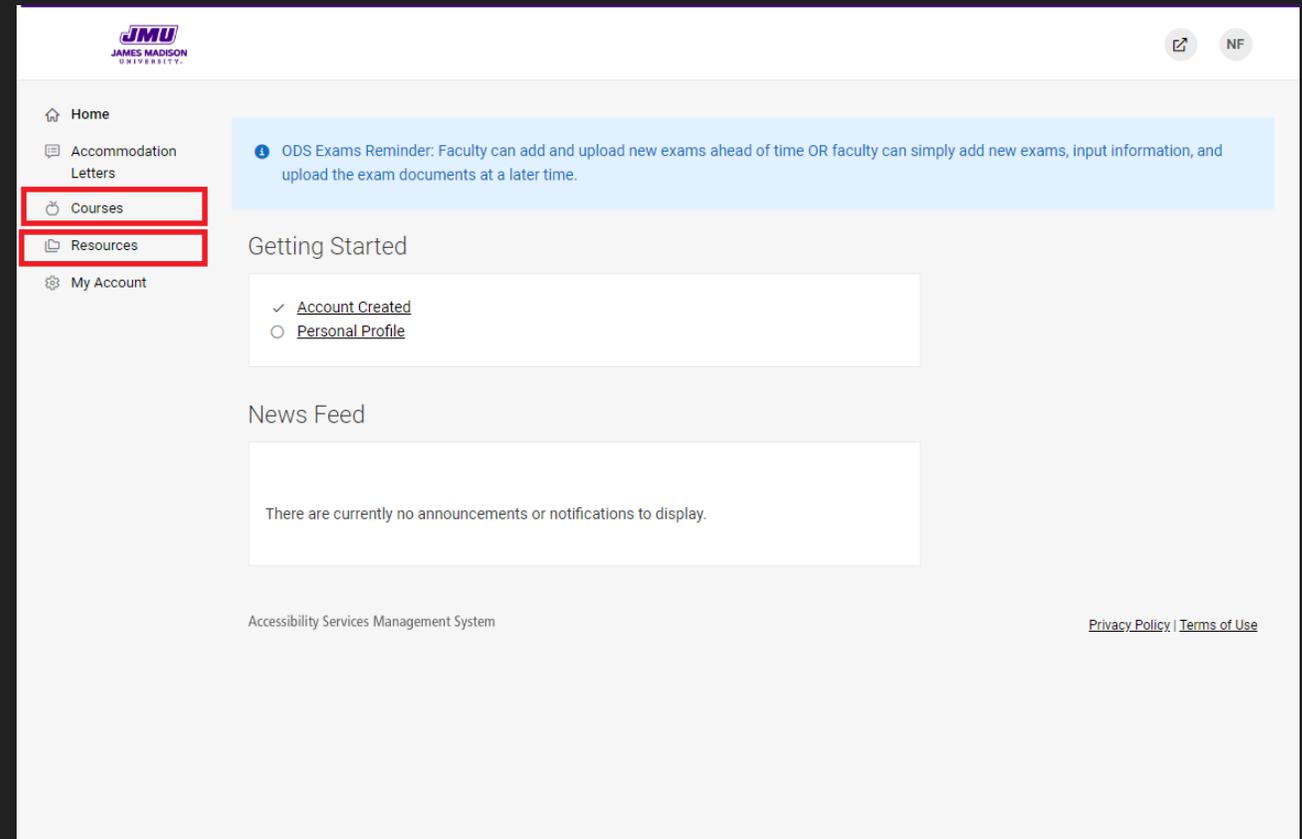
Link To Access The Accommodate Portal:
<https://www.jmu.edu/ods/accommodate/faculty.shtml>

ODS Exams: How It Works

- ❖ **Scheduling:** If you cannot meet the exam accommodation needs of your student(s) please communicate to your student(s) that they need to make an exam reservation with our testing facilities. Students must schedule their exam reservations 3 business days prior to their exam date.
- ❖ **What we need from faculty:** Once an exam reservation has been scheduled, we need faculty to approve the exam request and upload exam documents/exam information to Accommodate. We request faculty provide us with all necessary exam information, exam materials, and exam reservation approval 48 hours (2 business days) prior to the exam date.
- ❖ **Email notifications:** Email reminders are automatically sent out by Accommodate until ODS has received faculty approval of an exam request AND the exam/exam information has been uploaded.
- ❖ **Student notification:** Students do not receive a confirmation email until faculty and ODS have approved the exam request.

Using The Accommodate Faculty Portal for Exams

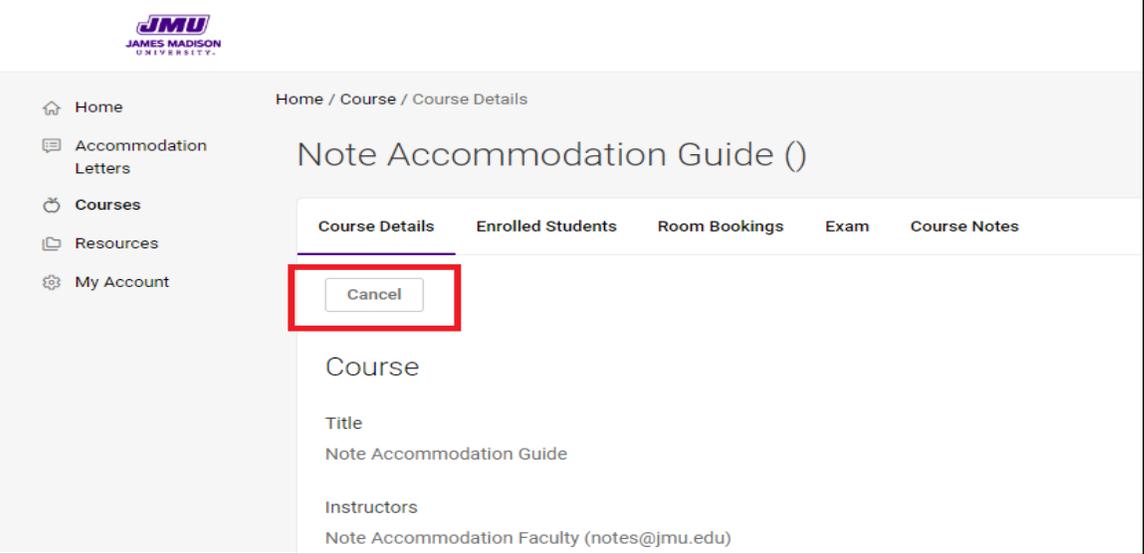
- ❖ **Courses**: Click on the Courses tab to access your course list. Courses will be separated by course number, section, and days of the week (for example: MWF or TR).
- ❖ **Resources**: Click on the Resources tab to access materials related to meeting student accommodation needs and for relevant exam information (for example: IP address for our testing facilities).



The screenshot displays the JMU Accommodate Faculty Portal interface. The top left corner features the JMU logo and the text "JAMES MADISON UNIVERSITY". The top right corner includes a share icon and the letters "NF". A navigation menu on the left side lists "Home", "Accommodation Letters", "Courses", "Resources", and "My Account". The "Courses" and "Resources" items are highlighted with red rectangular boxes. The main content area contains a blue notification banner with an information icon and the text: "ODS Exams Reminder: Faculty can add and upload new exams ahead of time OR faculty can simply add new exams, input information, and upload the exam documents at a later time." Below this is a "Getting Started" section with two radio buttons: "Account Created" (selected) and "Personal Profile". The "News Feed" section below it contains a message: "There are currently no announcements or notifications to display." At the bottom of the page, the text "Accessibility Services Management System" is on the left, and "Privacy Policy | Terms of Use" is on the right.

Navigating Accommodate

❖ **Stuck on the wrong page?** Click the Cancel button if stuck on the wrong page. The back button will not work, Cancel is the back button in Accommodate.



The screenshot shows the JMU James Madison University logo at the top left. Below it is a navigation menu with icons for Home, Accommodation Letters, Courses, Resources, and My Account. The main content area displays the breadcrumb path 'Home / Course / Course Details' and the title 'Note Accommodation Guide ()'. A horizontal menu below the title includes 'Course Details', 'Enrolled Students', 'Room Bookings', 'Exam', and 'Course Notes'. A 'Cancel' button is highlighted with a red box. Below the button, the 'Course' section shows 'Title: Note Accommodation Guide' and 'Instructors: Note Accommodation Faculty (notes@jmu.edu)'.

❖ **Top Navigation Menu:** Use the top navigation menu to quickly access the correct tab.



The screenshot shows the same JMU Accommodate interface as the previous one. The breadcrumb path is now 'Home / Course / Course Details / Room Bookings', which is highlighted with a red box. The horizontal menu below the title includes 'Course Details', 'Enrolled Students', 'Room Bookings', 'Exam', and 'Course Notes'. Below this menu, there are two sub-sections: 'Pending' and 'Approved', with 'Approved' being the active section.

Approving Exam Reservations & Uploading Exams

- ❖ **Step one:** Click on the Courses tab to access your course list.
- ❖ **Step two:** Click the course the student(s) have scheduled exam reservations for.
- ❖ **Please note:** Some courses are separated by sections and days of the week. Please check that the course code matches the student's exam reservation.
- ❖ **Step three:** Click on the Room Bookings tab. Exam reservations that have not been approved will be listed in the Pending tab and approved exam reservations will be listed in the Approved tab.
- ❖ **Step four:** Click on the student's name.

The screenshot displays the JMU Accessibility Services Management System interface. The breadcrumb trail at the top reads "Home / Course / Course Details / Room Bookings". The course name "Note Accommodation Guide ()" is displayed. The "Room Bookings" tab is selected, and the "Pending" tab is active. A search bar with the text "Keywords" and an "Apply Search" button is visible. Below the search bar, it shows "1 results" and "Showing 20". A single result is listed: "Volunteer Note-taker Student", with details "Room 4044 Testing Facility SSC" and "October 02, 2023 - 9:15 am". Red arrows and boxes highlight key elements: the breadcrumb trail, the course name, the "Pending" and "Approved" tabs, and the student name in the results list. Red text annotations provide instructions: "Select Course here to go back to your course page" points to the breadcrumb trail, "Course name here" points to the course name, "Pending and Approved tabs here" points to the tabs, and "Student Name Here" points to the student name in the results list.

Approving Exam Reservations & Uploading Exams

❖ **Step five:** The Alternative Testing Room Booking form will now display. Please review the student's exam reservation details and input the Class Length of Exam (do not include the student's time accommodation).

- ❖ **Please note the following:**
- The Length (listed above the Class Length of Exam section) may not show the correct time. Accommodate automatically calculates the student's exam time by adding the student's time accommodation to your class time. Please ignore the Length section for now. Our exam team will input the correct length once we know how much time you are giving the class to take the exam.

The screenshot shows the 'Alternative Testing Room Booking' form in the JMU system. The form is titled 'Alternative Testing Room Booking' and is highlighted with a red box. It contains the following fields:

- Submit** (purple button), **Save** (purple button), **Cancel** (white button)
- * indicates a required field**
- Alternative Testing Room Booking** (title, highlighted with a red box)
- Student ***
Completing this field will cause the page to reload. All fields will retain their values.
Volunteer Note-taker Student
- Testing Room ***
Room 4044 Testing Facility SSC
- Testing Date ***
October 2, 2023
- Testing Time**
9:15 am
- Length**
Length in minutes based on default length of class and student's extended time.
90
- Class Length of Exam ***
Please let us know how long this exam will be given to the class so that we can adjust the student's extended time if necessary.
- Course**
Completing this field will cause the page to reload. All fields will retain their values.

The form is part of a larger interface with a sidebar and a top navigation bar. The sidebar includes links for Home, Accommodation Letters, Courses, Resources, and My Account. The top navigation bar includes links for Course Details, Enrolled Students, Room Bookings, Exam, and Course Notes. The right sidebar contains Course Information, including Title, Semester, Course, Start Date, End Date, Enrolled, and Date Not Enrolled.

Approving Exam Reservations & Uploading Exams

- ❖ **Step six:** To upload the exam and necessary exam information please click the Upload New Exam button.
- ❖ **Step seven:** Enter the title of your exam in the Title of Exam section.
- ❖ **Step eight:** Enter the Start and End Date of your exam.
- ❖ **Please note:** We cannot see the exam details you upload if the student's exam reservation is outside of the start and end date window you enter. Because of this, we recommend extending your End Date by approximately a week. Extending the End Date will allow our exam team to link your uploaded exam information to a student's rescheduled exam reservation.

Class Length of Exam *

Please let us know how long this exam will be given to the class so that we can adjust

Upload New Exam

* indicates a required field

Exam Information

PLEASE NOTE:

- *This form can be edited (and exams can be uploaded) in the future by clicking on the title of the exam on the "exam" tab.
- *Access codes for online exams can be provided in the "Directions" Box below.
- *You do not need to fill out this form if your exam does not require a proctor (i.e. take-home, etc.)

Course *

Note Accommodation Guide ()

Title of Exam *

Start Date *

The "Start" and "End" fields indicate the days and times in which students are going to be taking the exam.

End Date (Please make sure this date is a week past the exam date) *

Please provide the length of the exam given to the class *

Cancel Submit Request

Approving Exam Reservations & Uploading Exams

- ❖ **Step nine:** Enter the length of the exam given to the class (should match the Class Length of Exam information you already entered).
- ❖ **Step ten:** Enter what materials the student(s) are allowed or required to have for their exam.
- ❖ **Please note:** We cannot provide all necessary exam materials to students. If you require a Blue Book for a student's exam, you will need to deliver it to our office, or the student will need to bring a Blue Book with them when they check in for their exam reservation.
- ❖ **Step eleven:** For the Final Exam section select Yes or No.

Class Length of Exam *

Please let us know how long this exam will be given to the class so that we can adjust

Upload New Exam

End Date (Please make sure this date is a week past the exam date) *

Please provide the length of the exam given to the class *

Please provide the length in minutes

Do not include accommodation time

What materials are allowed? *

Examples include: Scrap paper, formula sheet, notes, calculator, etc.

Please provide materials such as a "Blue Book", etc. if necessary for the exam. ODS Exams cannot guarantee that we can provide these materials.

Final Exam *

Indicating that an exam is a final will override the class day/time filter, and use the default final exam length from system settings (120 minutes). If your final exam is a different length, please indicate in the "Directions" box below.

Yes No

Cancel Submit Request

Approving Exam Reservations & Uploading Exams

- ❖ **Step twelve:** Enter the directions you have for your exam in the Directions section. (For example: Canvas access codes).
- ❖ **Step thirteen:** Select your preferred exam delivery to our office in the Exam Delivery drop-down menu.
- ❖ **Step fourteen:** Select your preferred exam return option from the Exam Return drop-down menu.
- ❖ **Please note:** We do not return exams through email or mail delivery services due to exam integrity concerns. Exam pick-ups are ready the following business day in our ODS office.
- ❖ **Step fifteen:** Enter your contact information so we can quickly resolve any issue with the student's exam.

Home
Accommodation Letters
Courses
Resources
My Account

Class Length of Exam *
Please let us know how long this exam will be given to the class so that we can adjust

Upload New Exam

default final exam length from system settings (120 minutes). If your final exam is a different length, please indicate in the "Directions" box below.

Yes No

Directions
Please include any special directions for your exam.
If your exam requires an access code, please provide it in the space below.

Exam Delivery *

Exam Return *
If you are selecting "ODS Staff uploads to Accommodate", please do not require a scantron for your exam.

Please provide a phone number or email address to best reach you during the exam *

Cancel Submit Request

Submit Save Cancel

Approving Exam Reservations & Uploading Exams

- ❖ **Step sixteen:** If you are uploading an exam file, click the Upload File button under the Attachments section. If you are uploading multiple files, please make sure they are titled accordingly.
- ❖ **Step seventeen:** Please select the Yes option under the “Apply to all student exam requests for this course section.” By selecting yes, Accommodate will automatically upload all the exam information you entered to all the student exam requests scheduled for that course and section.
- ❖ **Please note:** If you have multiple sections within your course, you will need to upload the exam information again if students are scheduled for different sections. Unfortunately, there is currently no option to apply all per course in Accommodate, only per section.

Home
Accommodation Letters
Courses
Resources
My Account

Class Length of Exam *
Please let us know how long this exam will be given to the class so that we can adjust

Upload New Exam

Attachments
If the exam comprises of multiple documents, please combine into one file for upload (preferably a Word Document or accessible PDF). If this is not possible, please upload the exam in multiple parts and title the documents accordingly (e.g. Exam 1 part 1, Exam 1 part 2, etc.).
If you would like to replace this file with another in the future, upload a new attachment. Any new upload will override the previous file.

Drop files here to upload
Each file should be less than 1GB
Upload File

Apply to all student exam requests for this course section (PLEASE SELECT "Yes") *
 Yes No

Faculty ODS Testing Agreement
[Faculty ODS Testing Agreement Form](#)
Please click the link above to access and read the Student ODS Testing Agreement Form.

Cancel Submit Request

Approving Exam Reservations & Uploading Exams

- ❖ **Step eighteen:** If you wish to review the Faculty ODS Testing Agreement Form, please click on the link provided.
- ❖ **Step nineteen:** Type your name in the field under the Electronic Signature section. Typing your name provides your signature of acknowledgment.
- ❖ **Step twenty:** Click the blue Submit Request button (bottom right corner). Your exam/exam information has now been applied to the Alternative Testing Room Booking form.
- ❖ **Please Note:** Accommodate will give you an error message if you are missing information for a required field. Enter any missing required information and click the blue Submit Request button again.

The screenshot shows a web interface for uploading an exam. The main content area is titled "Upload New Exam" and contains the following elements:

- A file upload area with a dashed border, an upward arrow icon, and the text "Drop files here to upload. Each file should be less than 1GB." Below this is an "Upload File" button.
- A red-bordered box containing the text: "Apply to all student exam requests for this course section (PLEASE SELECT 'Yes') *". Below this text are two radio buttons: "Yes" and "No".
- A red-bordered box containing the text: "Apply to all student exam requests for this course section (PLEASE SELECT 'Yes') is required." with a red error icon.
- A red-bordered box containing the text: "Faculty ODS Testing Agreement" and a link: "[Faculty ODS Testing Agreement Form](#)". Below this is the text: "Please click the link above to access and read the Student ODS Testing Agreement Form."
- A red-bordered box containing the text: "Electronic Signature *". Below this is the text: "My signature acknowledges that I fully understand and agree to abide by the policies and procedures of ODS Exams as stated in the document linked above." Below this is a text input field with the placeholder text: "Please type your name in the space provided above." Below the input field is a red error message: "Electronic Signature is required." with a red error icon.
- At the bottom right, there are two buttons: "Cancel" and "Submit Request". The "Submit Request" button is highlighted with a red border.

A red arrow points from the right side of the form to the red-bordered boxes, with the text: "The red text here is what it looks like if you are missing any required information".

Approving Exam Reservations & Uploading Exams

- ❖ **Step twenty-one:** To Approve a student's exam reservation, select the Yes option under the "Do you approve of the date and time of this exam reservation request" section.
- ❖ **Please note:** If you do not agree with the date and time of the student's exam reservation you can select the No option. We recommend you communicate with the student as soon as possible so they can reschedule.
- ❖ **Step twenty-two:** Select the purple Submit button.

The screenshot shows a web interface for managing exam reservations. On the left is a navigation menu with 'Letters', 'Courses', 'Resources', and 'My Account'. The main content area is titled 'Your uploaded exam information will be shown here.' and contains the following elements:

- A 'Course' field with a warning: 'Completing this field will cause the page to reload. All fields will retain their values. Note Accommodation Guide ()'.
- Two identical instructions: '*Please click on the UPLOAD NEW EXAM button even if the exam is online or being delivered. Clicking this button allows you to enter all the exam information we need.*'
- An 'Exam 1' label.
- A dropdown menu with '[select]' and a 'Clear' button, highlighted with a red box.
- A checkbox labeled 'Exam 1' below the dropdown.
- An 'or Upload New Exam' button.
- A question: 'Do you approve the date and time of this exam reservation request? *', highlighted with a red box. Below it is explanatory text: 'Selecting "Yes" will indicate to ODS Exams staff that you approve of the date and time the student is requesting to take this exam. Upon your approval, an ODS Exams Staff member will review the request and also make an approval if everything looks to be correct.'
- Radio buttons for 'Yes' (selected) and 'No', highlighted with a red box.
- Buttons for 'Submit' (purple), 'Save' (purple), and 'Cancel' (white), with 'Submit' highlighted by a red box.

A red arrow points from the text 'Your uploaded exam information will be shown here.' to the dropdown menu.

What a Complete Exam Reservation Looks Like to Faculty

- ❖ **After clicking the purple Submit button:** Accommodate will take you back to the original Room Bookings page.
- ❖ **Verifying exam information is uploaded:** Under the student's name you will now see Exam Details: the title of your exam. If you uploaded an exam file, you will see Original Exams: the file name of your uploaded file.
- ❖ **Editing exam information:** Select the link (exam title name) beside Exam Details: to make changes to the exam information you uploaded.

The screenshot displays the 'Room Bookings' tab within the 'NOTE Accommodation Guide' interface. The 'Pending' status is highlighted with a red box. Below the search bar, the results section shows one entry for 'Volunteer Note-taker Student' in Room 4044 Testing Facility SSC, scheduled for October 02, 2023, from 9:15 am. The 'Exam Details: Exam 1' and 'Original Exams: ODS Exams Computer IP Addresses Faculty.docx' are also highlighted with a red box. The footer includes 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.

What a Complete Exam Reservation Looks Like to ODS

- ❖ **What ODS sees in Accommodate:** Now that the student's exam reservation has been approved and we have all the necessary exam information/exam documents, our Exam Accommodation team can prepare the student's exam.

Keywords

Apply Search Clear Save Defaults More Filters

+ Add New Alternative Testing Room Booking + Find Availability Batch Options Items 1-1 of 1 Showing 20

Actions	Fac. Appr.	Arrived?	Student	Accommodations	Testing Room	Testing Date	Start Time	End Time	Course	Exam Delivery	Exam Return	Is the Exam Prepared?	Faculty	Date/Time Exam Prepared	Exams
<input type="checkbox"/>	Yes		Volunteer Note-taker Student	Extended time on exams and quizzes: 1.5x standard time, Exams and quizzes in a reduced distraction environment	Room 4044 Testing Facility SSC	October 02, 2023	9:15 am	10:45 am		Online Exam			Note Accommodation Faculty (notes@jmu.edu)		Exam 1

+ Add New Alternative Testing Room Booking + Find Availability Items 1-1 of 1 Showing 20

Your approval will be visible on the student's exam reservation.

Your uploaded exam information and exam files will be visible on the student's exam reservation.

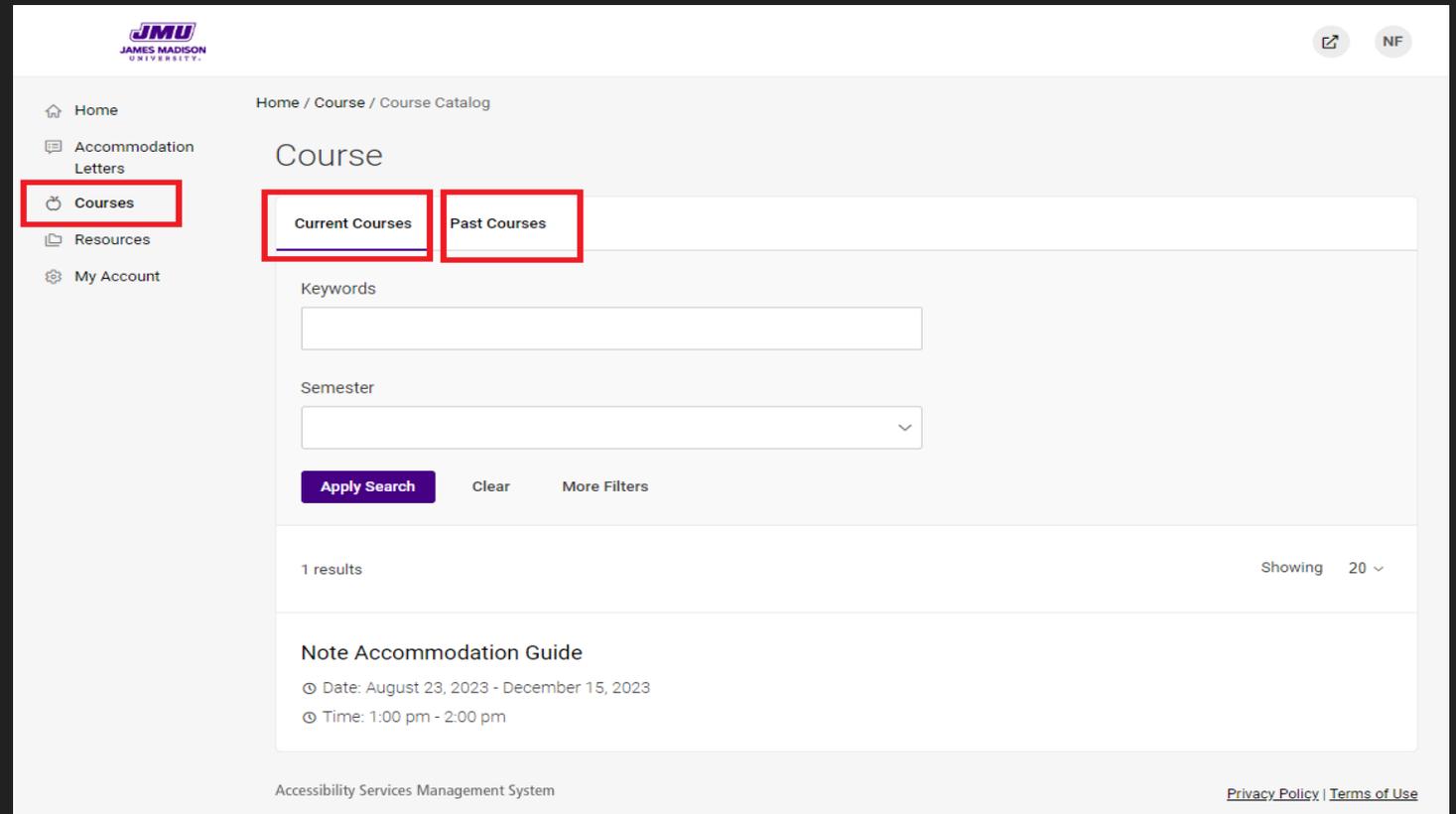
ODS Exam Reservation Approval

- ❖ **ODS Approval:** After faculty approve a student's exam reservation, our Exam Accommodation team will also approve the student's exam reservation. Accommodate will then automatically send approval confirmation emails to the faculty member and student.
- ❖ **Approved tab:** The student's exam reservation will then move from the Pending tab to the Approved tab.

The screenshot displays the JMU Accessibility Services Management System interface. The top navigation bar includes the JMU logo and user information (NF). The main content area is titled 'Note Accommodation Guide ()' and features a breadcrumb trail: Home / Course / Course Details / Room Bookings. A horizontal menu below the title contains tabs for 'Course Details', 'Enrolled Students', 'Room Bookings', 'Exam', and 'Course Notes'. The 'Room Bookings' tab is active and highlighted with a red box. Below this menu, there are two sub-tabs: 'Pending' and 'Approved'. The 'Approved' sub-tab is also highlighted with a red box. A search section follows, with a 'Keywords' input field and an 'Apply Search' button. Below the search section, it indicates '1 results' and 'Showing 20'. The search results list a 'Volunteer Note-taker Student' with details: Room 4044 Testing Facility SSC, October 02, 2023 - 9:15 am, Exam Details: Exam 1, and Original Exams: ODS Exams Computer IP Addresses Faculty.docx. The footer contains 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

How To Access Completed Student Exams Uploaded To Accommodate By ODS

- ❖ **How To Access:** Uploaded completed student exams will be listed under the student's exam reservation in the Room Bookings tab.
- ❖ **Current & Past Courses:** In your course menu make sure you are on the Current Course tab. Click on the Past Courses tab if you need to find a student's exam reservation from a previous semester.
- ❖ **Please note:** If you are trying to access a final exam after the last day of the semester, the student's exam reservation and uploaded exam can be accessed through the Past Courses tab.



The screenshot displays the JMU James Madison University Course Catalog interface. The left sidebar contains navigation links: Home, Accommodation Letters, Courses (highlighted with a red box), Resources, and My Account. The main content area is titled 'Course' and features two tabs: 'Current Courses' and 'Past Courses' (both highlighted with red boxes). Below the tabs is a search section with a 'Keywords' input field, a 'Semester' dropdown menu, and buttons for 'Apply Search', 'Clear', and 'More Filters'. The search results section shows '1 results' and a 'Showing 20' dropdown. A 'Note Accommodation Guide' is displayed below the results, with details for 'Date: August 23, 2023 - December 15, 2023' and 'Time: 1:00 pm - 2:00 pm'. The footer includes 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

How To Access Completed Student Exams Uploaded To Accommodate By ODS

❖ Please follow these steps:

- Log in to the Accommodate Faculty portal.
- Click the course associated with the student's exam reservation.
- Click the Room Bookings tab.
- Click the Approved tab.
- Under the student's name you will see Completed Exams: PDF or Word document with the student's last name, first initial.
- Click the document link beside Completed Exams:.
- The link will open to the uploaded version of the student's completed exam.
- Download or print the exam from this window.

The screenshot displays the JMU Accommodate Faculty portal interface. The breadcrumb trail is 'Home / Course / Course Details / Room Bookings'. The main content area is titled 'Note Accommodation Guide ()' and features a navigation bar with tabs: 'Course Details', 'Enrolled Students', 'Room Bookings' (highlighted with a red box), 'Exam', and 'Course Notes'. Below this, there are sub-tabs for 'Pending' and 'Approved' (highlighted with a red box). A search bar with the placeholder 'Keywords' and an 'Apply Search' button is present. The search results show '1 results' and 'Showing 20'. The result is for a 'Volunteer Note-taker Student' with details: 'Room 4044 Testing Facility SSC', 'October 02, 2023 - 9:15 am', and 'Exam Details: Exam 1'. Two document links are listed: 'Original Exams: ODS Exams Computer IP Addresses Faculty.docx' and 'Completed Exams: Student Last Name and First Initial.docx' (highlighted with a red box). The footer includes 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.