



**Symplcity-Accommodate
Examination Requests And Exam Delivery
Faculty Guide
2024-2025**

Office of Accessibility Services

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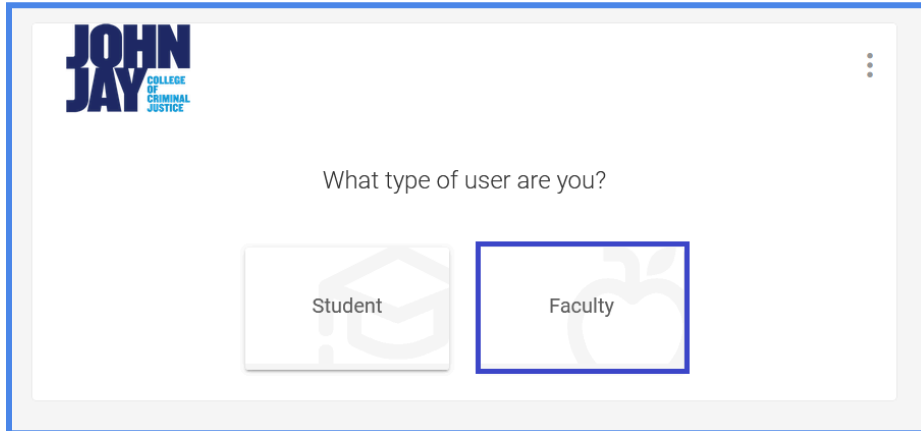
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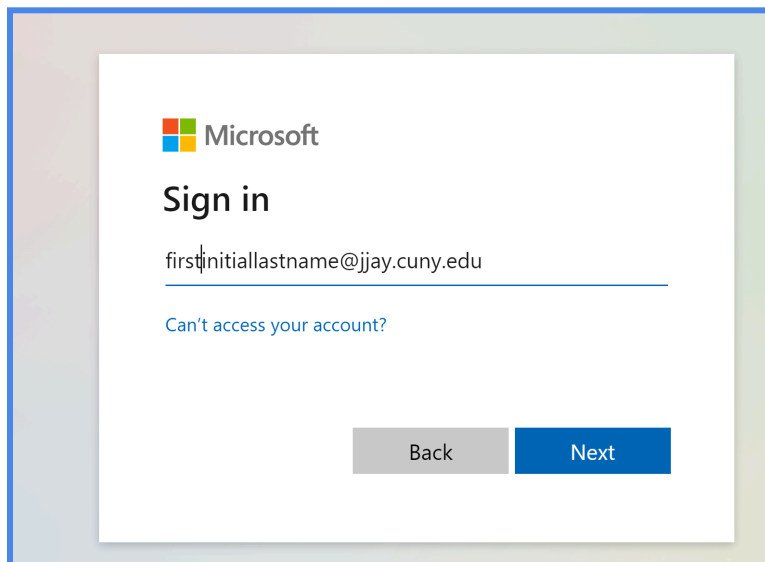
How to Log into Your Accommodate Account

1. Log in to *Accommodate* through the link below:
<https://jjay-cuny-accommodate.symlicity.com/>

2. Choose *Faculty* as the type of user



3. Log in using your John Jay Email username@jjay.cuny.edu and Password



How Exam Requests are Processed

The students will initiate by submitting an *exam room booking request*. Instructors are responsible for four tasks:

1. Entering exam information at the beginning of each term or sooner if possible (This will save time for the student when submitting exam requests).
2. Checking pending exam requests for accuracy.
3. Approve pending exam requests
IMPORTANT: Please do not deny exam requests. Instead, please send an email to accessibilityservices@jjay.cuny.edu and inform us about any issues you have regarding the exam request.
4. Submitting/Delivering the exam for the respective exam request

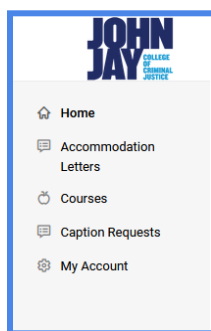
An exam request does not need to be submitted to create *Exams* (see [How to Add an Exam Without any Active Exam Requests](#)). When you edit the exam/exam information, the new information will be automatically updated and available in the exam requests where the exam was already connected. You will not have to go back and update it.

If you are planning to drop off the exam, please select “Drop Off (In Person)” when prompted during the completion of an exam form.

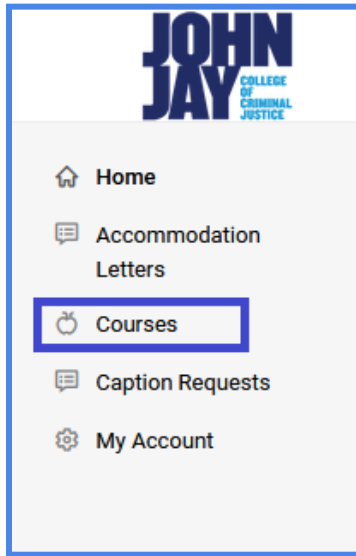
How to Approve/Deny Pending Exam Requests

You will receive an email notification when a student submits an exam request. Edit, approve, or deny the request as soon as possible so Accessibility Services can ensure the student receives their approved accommodations.

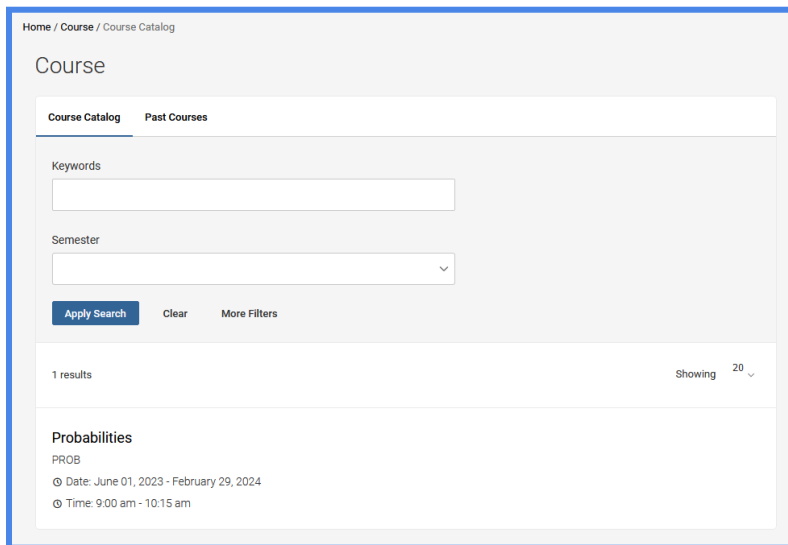
1. Log into your *Accommodate* account through the following link:
<https://jjay-cuny-accommodate.symlicity.com/>
2. You should see a menu on the left side of your home page.



3. Select the *Courses* link on the left menu



4. The *Course Catalog* should be visible



5. Scroll and select the **name of the course** relating to the exam request (information can be found in the notification email). Courses appear in alphabetical order and can be searched for by entering the course name in *Keywords* field and selecting apply.

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

1 results Showing 20

Probabilities

PROB

Date: June 01, 2023 - February 29, 2024

Time: 9:00 am - 10:15 am

6. Select **Alternative Test Room Bookings** tab under course name

Probabilities (PROB)

Course Details Enrolled Students **Alternative Test Room Bookings** Exam

7. **If pending requests are not shown**, select the **Pending** heading.

Probabilities (PROB)

Course Details Enrolled Students **Alternative Test Room Bookings** Exam

Pending Approved

Keywords

8. Select the student's request by clicking on the **name of the student**

Batch Options 1 results Showing 20

Bryce Mauney

Testing Lab

January 30, 2024 - 1:50 pm

9. Review the information supplied by the student.

Student is requesting to test at a different day/time than the class
Yes

Student *
Completing this field will cause the page to reload. All fields will retain their values.
Bryce Mauney

Testing Room *
Testing Lab

Testing Date *
April 16, 2024

Testing Time
12:45 pm

Accommodated Length
In Minutes
113

10. Select a previously uploaded exam or complete an exam form to attach a new exam to this request. If you do not have the exam ready yet, please complete the exam form and label it “Placeholder”. You can always return to this exam request later on to upload the actual exam when it is ready.

Exam *

[select]

or

If you choose to complete an exam form, you will be asked to input information pertaining to how the exam will be delivered and retrieved. If you plan to deliver through accommodate, please upload the exam during this process along with any supplemental files.


Upload New Exam

Title *
exam 2

Exam Delivery *
▼

Exam Return *
▼



Exam Materials
Please upload exam and any materials here


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



Upload File

Then, please provide the exam start date, end date and the length of the exam.

Start Date *
First available date for student to take exam

End Date *
Last available date for student to take exam

Length of Exam *
NOT including accommodations

Please select the resources the students are allowed access to and if any information provided by the student is not correct, please add the correct information in the ***Additional Instructions*** section.

Select all that apply *

- Open Book
- Scrap Paper / Index Cards Allowed (please specify below how many)
- Calculator (please specify below what type)
- Chemistry - Allowed Periodic Tables
- Math - Allowed tables/formulas/graphs
- Notes
- Other (please specify below)

Additional Instructions

If you have multiple exam requests for the same course with an exam date in between the exam start date and end date you have selected previously, you may select **Yes** to have the same exam and exam information applied to all of them.

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

Once you are done, select **Submit Request** and you should see the exam title of the exam you have submitted.

Cancel
Submit Request

Exam *

[select] ▼

Clear

exam 2

10. Once everything is reviewed, please choose **yes** or **no** under **Testing Appointment Approved** (Located at the bottom of the form)

IMPORTANT: Approve Testing Appointment? *

If there are concerns, please contact our office first rather than declining the testing appointment.

Yes No

- Once you are done, select **Submit** to finalize your decision.
- If you would like to modify the exam request, you can always access approved exam requests under the **Approved** tab.

Course Details Enrolled Students Alternative Test Room Bookings Exam

Pending **Approved**

Keywords

How to Add an Exam Without any Active Exam Requests

- On the **Course Catalog** view, select the course you are adding an exam for (If you need instructions on how to navigate to Course Catalog, see instructions #1-5 under [How to Approve/Deny Pending Exam Requests](#))
- Select the **Exam** heading under course name

Home / Course / Course Details / Exam

Probabilities (PROB)

Course Details Enrolled Students Alternative Test Room Bookings **Exam**

- Select **Add New Exam**

Course Details Enrolled Students Alternative Test Room Bookings **Exam**

Keywords

Apply Search More Filters

Add New Exam **Batch Options** 6 results

- Fill in the exam information (* indicates a required field). This will create a cover sheet. If the exam is not ready, enter as much information as possible and edit it with updated information **at least 3 days prior** to the exam date.

Exam

Course *
Probabilities (PROB)

Title *
exam 2

Exam Delivery *
▼

Exam Return *
▼

Please make sure to provide the timeframe the exam will take place along with the exam start time and exam length.

Start Date *
First available date for student to take exam

End Date *
Last available date for student to take exam

Length of Exam *

NOT including accommodations

If there are any resources the student should have access to or if there are any instructions our office need to be aware of, please fill out the section below on the form.


Select all that apply *

- Open Book
- Scrap Paper / Index Cards Allowed (please specify below how many)
- Calculator (please specify below what type)
- Chemistry - Allowed Periodic Tables
- Math - Allowed tables/formulas/graphs
- Notes
- Other (please specify below)

Additional Instructions

5. Ensure you have uploaded your exam or *Course Outline* under **Attachments** as this is a required field. You can also create a MSWord document with “Test” typed into it to use as a placeholder until your exam is ready.

Exam Materials
Please upload exam and any materials here



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

Upload File

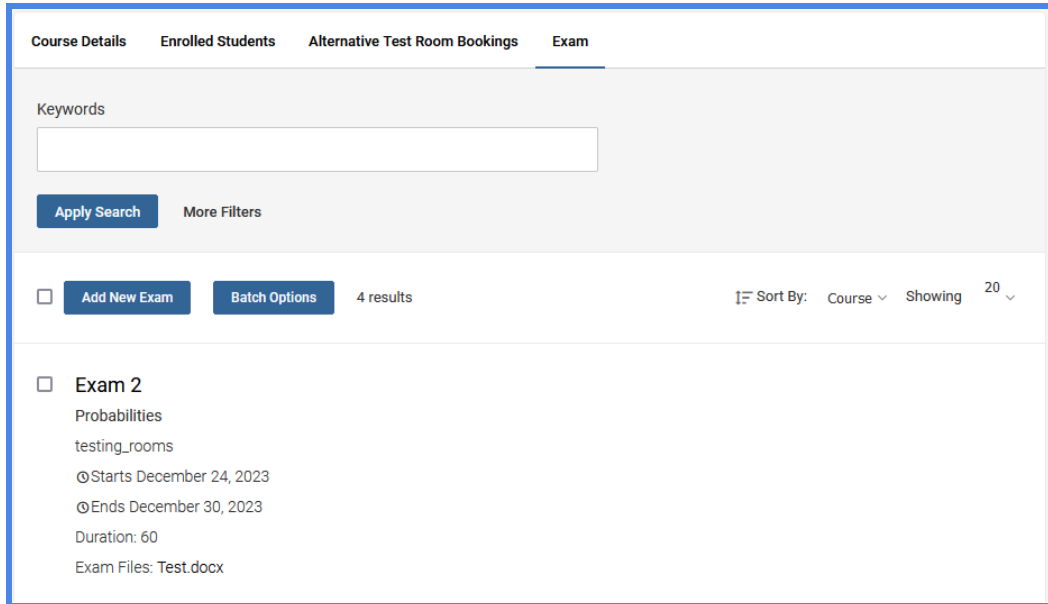
test.docx ×
11.46 KB

6. If you want to apply this exam and its exam information to any exam request in the same course and within the exam date and time range, select **Yes** to **Apply to all records**.

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

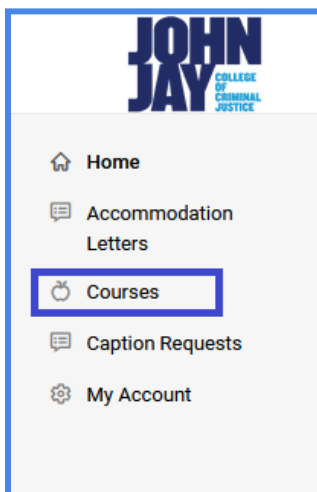
7. Select **Submit** to save any changes made and bring you to a previous page
Select **Save** to save any changes made and will keep you on the same page
Select **Cancel** to return to the exam list without saving the information
Select **Delete** to delete the exam information and return to the exam list. This will also delete any attachment
8. The exam will exist under the **Exam** tab next to **Alternative Test Room Bookings**, and you may choose it from the list when approving **Exam Requests** (see instruction #10 under How to Approve/Deny Pending Exam Requests).



9. At any time you can go back to pending or approved *Exam Requests*, attach an exam, and select *Submit* to save the change.
10. You will be notified when our office attaches the completed exam to the respective student's exam request.

How to Retrieve Completed Exams

1. Log into your *Accommodate* account
2. Select *Courses* from the left-hand side menu



3. Select the ***name of the course*** you are retrieving the exam for

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

1 results Showing 20

Probabilities

PROB

⌚ Date: June 01, 2023 - February 29, 2024

⌚ Time: 9:00 am - 10:15 am

4. Select ***Alternative Exam Room Bookings*** tab under the course

Probabilities (PROB)

Course Details Enrolled Students **Alternative Test Room Bookings** Exam

5. Select the ***Approved*** tab

Course Details Enrolled Students **Alternative Test Room Bookings** Exam

Pending **Approved**

Keywords

Apply Search

6. Click on the **completed exam name** for the student who completed their exam to download the exam to your device.

Bryce Mauney

Testing Lab

January 25, 2024 - 11:00 am

Exam Details: Exam 1

Original Exams: Test.docx

Completed Exams: [example completed exam.docx](#)