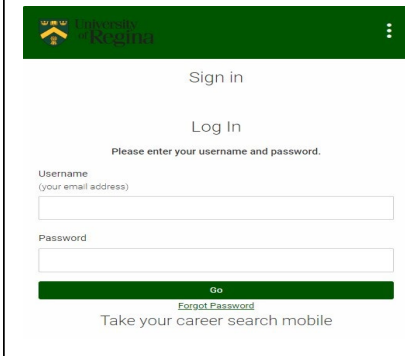


Accommodations Test Centre (ATC)

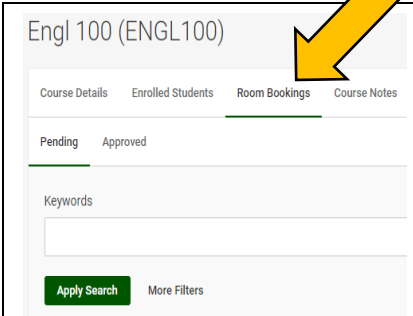
HOW TO APPROVE ACCOMMODATED EXAMS FOR INSTRUCTORS

1. After a student requests a testing appointment on Accommodate, it will generate an email from the ATC to the instructor. Log into Accommodate using your Novell login credentials using the link found in the email:

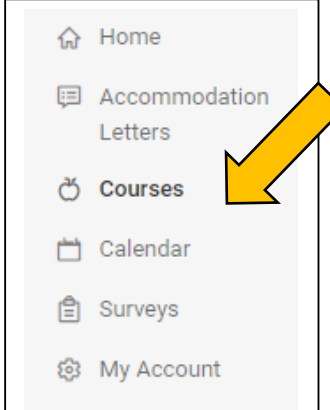
<https://uregina-accommodate.symplicity.com/>



4. Click the “Room Bookings” tab near the top of the screen. Click on “Pending” to see pending appointments from student exam requests.



2. Select “Courses” at the left side of your home screen.



3. Choose the course in which the student is enrolled. The student’s course and section will be included in the initial email.

Anth 100
ANTH100
Date: January 06, 2020 - April 25, 2020
Time: 5:00 pm - 6:15 pm

Biology 110
BIOL110
Date: January 01, 2020 - April 25, 2020
Time: 1:00 pm - 3:45 pm

5. Click on the name of your student. This will take you to the Testing Room Booking form, which will allow you to input necessary details for ATC staff to administer the exam properly.

- Review the time and date of the appointment for accuracy. You may decline a request if this information is incorrect.
- The length of the exam will reflect the time period the class will have to complete it, with any extended time applied as per the student’s accommodation.
- Add Exam Delivery Method and Return Instructions by selecting a choice from the drop-down menu.
- If you selected “Upload in Accommodate,” please attach a digital copy of your exam at least 48 hours prior to the exam date. This can be done when approving the booking, or any time 48 hours prior to the exam.
- Add any relevant details about approved materials that are allowed in the room in addition to instructions needed for the exam.
- Select “Yes” or “No” under “Testing Appointment Approved,” then click “Submit” to send the student and Testing Centre a notification of approval or decline.

After Submitting Your Request

If approved, the student’s request will now appear in your “Approved” tab under Testing Requests. If you have additional testing requests, please repeat these steps to approve each request.

Guidelines and Instructor Responsibilities

1. Please respond to student requests in a timely manner and be sure to check your uregina email account frequently.
2. Exams can be uploaded in the Accommodate system, or a paper copy can be delivered to the ATC (CW 139). It is the Instructor's responsibility to submit the exam in one of these two ways at least 48 hours prior to the exam date.
3. Once exams are complete, they are securely stored within the ATC and it is up to the Instructor, or a proxy designated by the Instructor to pick up the exam from the ATC. ID is required for exam pick up.
4. Direct students who appear not to be familiar with the exam booking process to the ATC.
5. If the exam is a QUIZ, or a test/exam that will not take the full class time: there is a text box on the Test Room Booking Approval page to identify the length of time, in minutes, that the class is given to write the exam. You will enter this number in and ATC staff will adjust the exam length for the student's extended time as applicable.
6. Electronic exams via UR Courses is an available method to deliver the exam. Note that you can select this option when completing the Test Room Booking form. Students will have access to a computer, and will have the ability to log onto UR Courses, but will not have access to other internet sites.

Important: For online exams written at the BHATC:

- Ensure ProctorTrack is disabled, as our computers do not have cameras.
- Hide any materials in UR Courses that students should not access during the exam.

For assistance with ProctorTrack or UR Courses, contact
Technology.Training@uregina.ca.

ACCOMMODATIONS TEST CENTRE (ATC)

College West Building (CW) 139

Regina, Saskatchewan, Canada S4S 0A2

Phone: 306-337-2300

atc.testing@uregina.ca

www.uregina.ca/accessibility/accommodation-test-centre