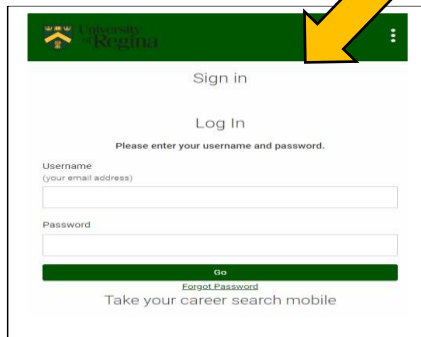


Accommodations Test Centre (ATC)

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.ca>



Sign in

Log In

Please enter your username and password.

Username
(your email address)

Password

Go

Forgot Password

Take your career search mobile

2. Select class from the list of classes you're teaching this term.

Test Room Bookings to Review

> **Engineering Mechanics Statics (ENGG140-001)** 2 Bookings, 0 Exams

3. Review student's booking individually based on their accommodations by entering necessary details in the form. See 4 below.

Test Room Bookings to Review

▼ **Operations Management (BUS275-701)** 6 Bookings, 0 Exams

July 17, 2025 8:30 AM

Review

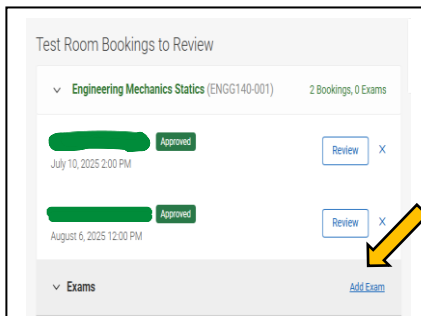
×

July 17, 2025 12:20 PM

Review

×

5. Exam: click "Add Exam" fill out the "exam form" and attach exam for this course. Select submit.



Test Room Bookings to Review

▼ **Engineering Mechanics Statics (ENGG140-001)** 2 Bookings, 0 Exams

Approved

July 10, 2025 2:00 PM

Review

×

Approved

August 6, 2025 12:00 PM

Review

×

▼ Exams

Add Exam

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.

4. Click on "Review", this will take you to the Test Room Booking form, which will allow you to input necessary details for ATC staff to administer the exam properly.

a. Review the time and date of the appointment for accuracy. You may decline a request if this information is incorrect.

b. 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.

c. Add Exam Delivery Method and Return Instructions by selecting a choice from the drop-down menu.

d. 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.

e. Add any relevant details about approved materials that are allowed in the room in addition to instructions needed for the exam.

f. Select "Yes" or "No" under "Testing Appointment Approved," then save to send the student and Testing Centre a notification of approval or decline.

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.

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