How to Upload Exams using Accommodate - For Faculty

Faculty who have students taking an exam at the Academic Testing Center must upload the exam along with relevant details using their Accommodate portal. Please do so at least 3 calendar before the date of the exam.

Please see our Academic Testing Center FAQs for commonly asked questions and answers.


2. When prompted, enter your BU ID and password.

3. Click Courses on the left.

4. Click the correct course at the bottom of the page.
5. If the exam has already been scheduled with the Academic Testing Center by the student, click **Alternative Test Room Bookings**. The exam booking will be listed below. If the student has
not scheduled the exam yet, click **Exam** and then **Add New Exam** instead to upload the exam in advance. The student will be able to select your exam when they schedule taking the exam.
7. Enter the **Title** of the exam.

8. Under **Description**, enter your policy for late students, and any other relevant details for this exam.

9. If this is taking place after the last day of classes, select "Yes" next to **Final Exam**. If it’s not, enter the **Test Length** in minutes.
10. Enter the date the class is taking the exam under both **Start Date** and **End Date**. Restrict the Date to the same date as the exam is typically taken. If it’s a makeup exam, choose the correct range of dates.

11. Attach the exam file by clicking **Upload File**.

12. Under **Apply to all records**, select whether this submission is for all exams for this course on that date being taken at the Academic Testing Center.

13. Click **Submit And Return To List**.
9. You will receive an email notification when the Center approves a booked time for the exam. You will also receive an email notification when the completed exam is available for download.

**Accessing the Completed Exam**

10. To download the completed exam, log in to the Accommodate Faculty portal and select the course as detailed earlier.
11. Click the **Alternative Test Room Bookings** tab.
12. Click the link to the completed exam file below the exam. The completed exam will now open.