

## How to Upload Exams using Accommodate - For Faculty

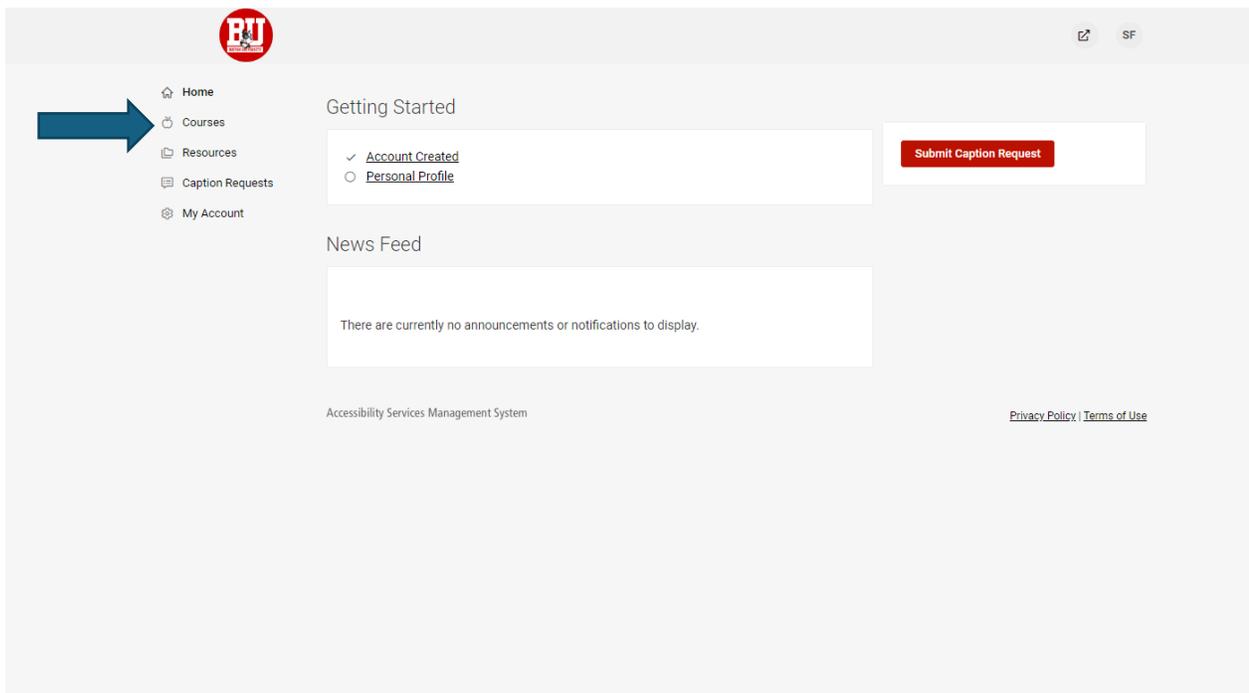
*Faculty who have students taking an exam at the Academic Testing Center must upload the exam along with relevant details using their Accommodate portal. Please do so at least 3 calendar before the date of the exam.*

Please see our [Academic Testing Center FAQs](#) for commonly asked questions and answers.

1. Log in to the Accommodate Faculty portal at <https://bu-accommodate.symphlicity.com/faculty/index.php>.

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.

The screenshot displays the BU Course Catalog search interface. On the left is a navigation menu with links for Home, Courses, Resources, Caption Requests, and My Account. The main content area is titled 'Course' and has a breadcrumb trail 'Home / Course / Course Catalog'. Below the title are two tabs: 'Course Catalog' (active) and 'Past Courses'. A search form contains a 'Keywords' text input, a 'Semester' dropdown menu, and three buttons: 'Apply Search' (highlighted in red), 'Clear', and 'More Filters'. Below the search form, it indicates '1 results' and 'Showing 20'. A blue arrow points to the first result, 'SAMPLE COURSE 2', which lists 'CAS EC', 'Date: January 08, 2024 - April 30, 2024', and 'Time: 8:00 am - 9:00 am'. At the bottom of the page, there is a footer with 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

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.

The screenshot shows a web interface for course management. On the left is a navigation menu with items: Home, Courses, Resources, Caption Requests, and My Account. The main content area is titled 'SAMPLE COURSE 2 (CAS EC)' and has a breadcrumb trail 'Home / Course / Course Details'. Below the title are four tabs: 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings', and 'Exam'. A blue arrow points to the 'Alternative Test Room Bookings' tab. The 'Course Details' tab is active and shows a 'Cancel' button at the top left. Below it are fields for Course Title (SAMPLE COURSE 2), Instructors (Sample Test Faculty2 (odsbills@bu.edu)), Code (CAS EC), Credit Hours (4), Days (Monday, Tuesday, Wednesday, Thursday, Friday), Semester (SPRG 2024), and Start Date (January 8, 2024). On the right side, there is a 'Course Info' box with the text 'Modified: March 20, 2024, 8:04 pm'.

The screenshot shows a web application interface for 'SAMPLE COURSE 2 (CAS EC)'. The page has a header with the BU logo and a user profile icon labeled 'SF'. A left sidebar contains navigation links: Home, Courses, Resources, Caption Requests, and My Account. The main content area has a breadcrumb trail 'Home / Course / Course Details / Exam' and a title 'SAMPLE COURSE 2 (CAS EC)'. Below the title are four tabs: 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings', and 'Exam'. The 'Exam' tab is active. It contains a 'Keywords' search bar, an 'Apply Search' button, and a 'More Filters' link. Below these is an 'Add New Exam' button, which is highlighted by a large blue arrow pointing from the left. The main content area below the button is empty, displaying a 'No records' message with a stack of document icon.

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.

The screenshot shows a web application interface for creating an exam. On the left is a navigation menu with items: Home, Courses, Resources, Caption Requests, and My Account. The main content area is titled 'Exam' and contains the following fields:

- Course \***: SAMPLE COURSE 2 (CAS EC)
- Title \***: A text input field containing 'CAS EC 299 A1 Midterm 2 Exam'. A blue arrow points to this field.
- Description**: A text area containing 'The student can start up to 5 minutes late. The exam clock starts when they sit down.' A blue arrow points to this field.
- Final Exam**: A section with the text 'Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.' Below it are radio buttons for 'Yes' and 'No', with 'No' selected. A blue arrow points to this section.
- Test Length \***: A dropdown menu with the text 'How long does the CLASS have to take the exam (extended time will be calculated by the Testing Center)'. The selected value is '120'. A blue arrow points to this field.
- What is your late policy?**: A text label with the question 'Can students start late? If so, how late can they start? Should the exam clock start at the booked time, or when the student actually sits down?'.
- Start Date \***: A section with the text 'The earliest date that students are allowed to take the exam. If you have not agreed to let anyone start early, select the date of the exam.' Below it is a date input field showing '2024-07-13' and a calendar icon.

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**.

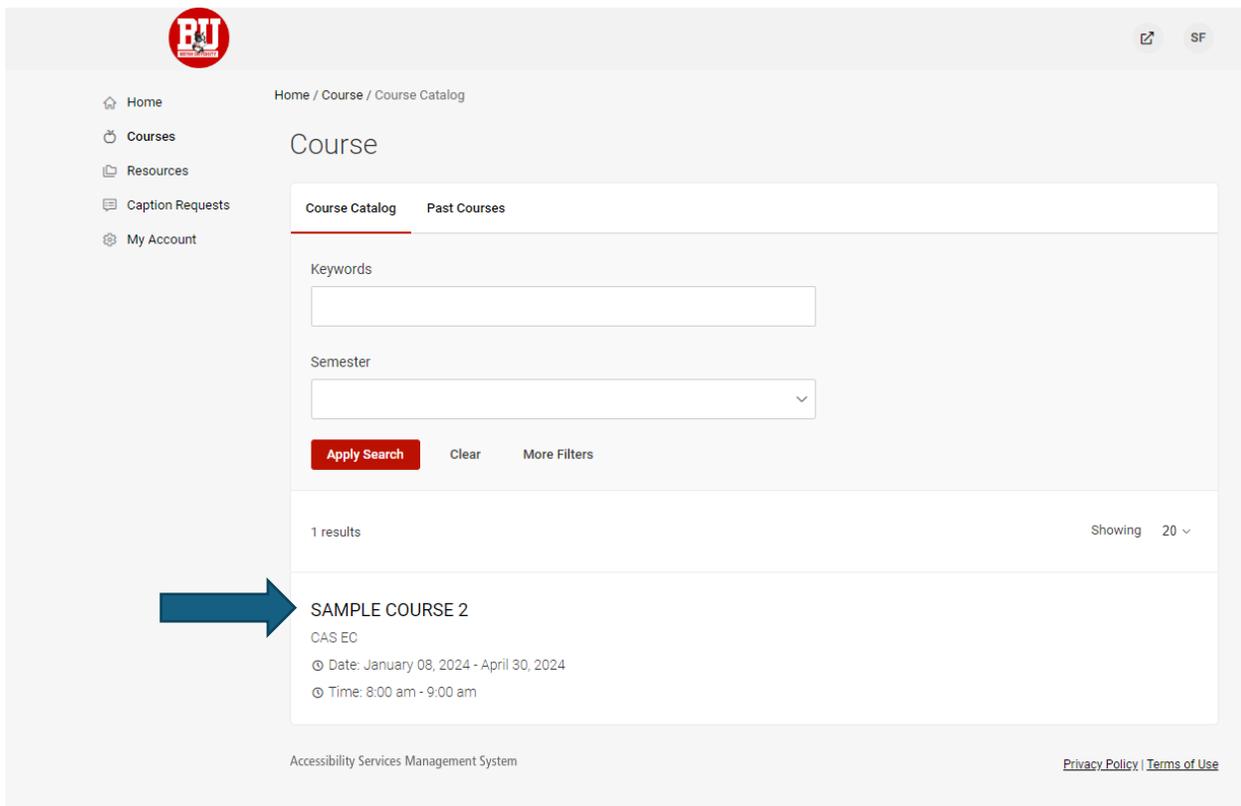
The screenshot shows a web form for exam submission. On the left is a navigation menu with 'Home', 'Courses', 'Resources', 'Caption Requests', and 'My Account'. The main form area contains the following elements:

- Start Date:** A date input field with '2024-03-13', a calendar icon, and a refresh icon. A blue arrow points to the date field.
- End Date:** A date input field with '2024-03-13', a calendar icon, and a refresh icon. A blue arrow points to the date field.
- Attachments:** A dashed box containing an upload icon, the text 'Drop files here to upload' and 'Each file should be less than 1GB', and an 'Upload File' button. A blue arrow points to the 'Upload File' button.
- File List:** A list item for 'Sample Exam.pdf' (180.40 KB) with a close button (X).
- Apply to all records:** A section with the text 'If "yes", this 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. The exam will not be visible to the student.' and radio buttons for 'Yes' and 'No'. The 'No' option is selected. A blue arrow points to the 'No' radio button.
- Buttons:** At the bottom are four buttons: 'Submit And Return To List' (highlighted in red), 'Save', 'Cancel', and 'Delete'. A blue arrow points to the 'Submit And Return To List' button.

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.

Home / Course / Course Details

**SAMPLE COURSE 2 (CAS EC)**

Course Details Alternative Test Room Bookings Exam

Cancel

Course

Title  
SAMPLE COURSE 2

Instructors  
Sample Test Faculty2 (odsbills@bu.edu)

Code  
CAS EC

Credit Hours  
4

Days  
Monday, Tuesday, Wednesday, Thursday, Friday

Semester  
SPRG 2024

Start Date  
January 8, 2024

Course Info  
Modified: March 20, 2024, 8:04 pm

12. Click the link to the completed exam file below the exam. The completed exam will now open.

The screenshot shows the Accessibility Services Management System interface. At the top left is the BU logo. The breadcrumb trail reads: Home / Course / Course Details / Alternative Test Room Bookings. The main heading is 'SAMPLE COURSE 2 (CAS EC)'. Below this are tabs for 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings' (which is active), and 'Exam'. Under the active tab, there are sub-tabs for 'Pending' and 'Approved'. A search bar labeled 'Keywords' is present with an 'Apply Search' button. Below the search bar, it shows '1 results (4 items selected)' and 'Showing 20'. The first result is 'Sample Test TestB' with details: '250B (19 desks)', 'March 27, 2024 - 6:00 am', 'Exam Details: CAS EC 299 A1 Midterm 2 Exam', 'Original Exams: Sample Exam.pdf', and 'Completed Exams: Sample Exam - Completed.pdf'. A blue arrow points to the 'Completed Exams' link. At the bottom, there is a footer with 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.