

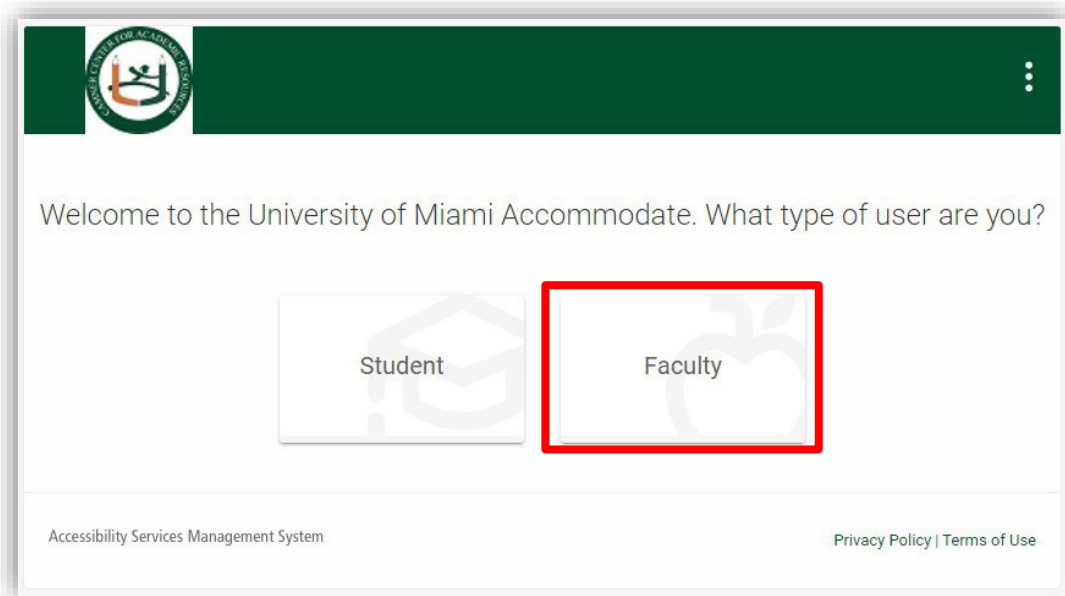


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Accommodate Step-by-Step Guide:

Approve or Decline an Exam Request

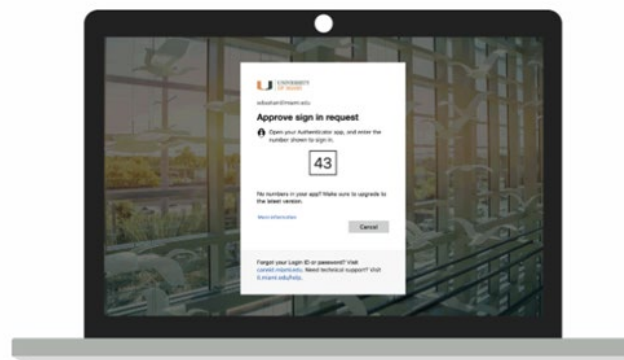
1. Go to miami-accommodate.symplcity.com and select your user type.



2. Enter your University of Miami Login ID (UM E-mail address and Password):



3. You will need to authenticate with the Microsoft Authenticator App:





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- To approve exams, you may click on either
 - “**Testing Room Bookings to Review**” (see step 5) or
 - Access the requests on the “**Courses**” tab (see step 9)

The screenshot shows a navigation menu on the left with options: Home, Accommodation Letters, Courses (highlighted with a red box), Surveys, and My Account. The main content area is titled 'Test Room Bookings to Review' (also highlighted with a red box) and displays a course entry: '> TEST01AA ()' with '2 Bookings' to its right. Below this is a 'News Feed' section with the message: 'There are currently no announcements or notifications to display.'

- From “**Testing Room Bookings to Review**”
 - Click on the drop-down arrow next to each course to expand the menu.
 - You will be able to see all exam requests, approved and/or pending, organized by course, from which you can review each student.
- To approve or decline a request, click on “**Review**”

The screenshot shows the 'Test Room Bookings to Review' interface. At the top, there is a course entry: 'TEST01AA ()' with a dropdown arrow (highlighted with a red box) and '2 Bookings' to its right. Below this, there is a list of exam requests for Sebastian Ibis:

Student Name	Status	Exam Date	Action
Sebastian Ibis	Approved	August 11, 2025 9:00 AM	Review ×
Sebastian Ibis		August 18, 2025 11:00 AM	Review × (Review button highlighted with a red box)



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7. On the next screen, you can approve or decline the **date and time** requested by the student:

- Click **Yes or No**
 - If approved, the next steps will ask for instructions (see step 8).
 - If declined, **enter the reason for denial**. The Testing Coordinator will notify the reason to the student, if requested and Accommodate will send a notification e-mail.

A screenshot of a form with radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below the radio buttons is a text input field with a red border. The text inside the field reads 'Please explain *' and 'Not visible to student' in green. Below the text input field is a larger empty text area.

- Click **Save**
 - **Note:** The exam length is automatically calculated by Accommodate and once you approve the request, you may confirm the total time given in class without accommodations.

A screenshot of a web form titled 'Alternative Testing Room Booking' for 'Sebastian Ibis'. The form contains the following fields and values:

- Student:** Sebastian Ibis
- Testing Room:** 2025 Summer- Main Testing Room
- Testing Date:** Aug 11, 2025
- Testing Time:** 09:00:00
- Length:** 60
- Course:** TEST01AA

Below these fields is a question: 'Do you approve the date and time of this request? *'. A green note below the question reads: 'If declined, the student will need to reschedule for 7 or more days after or be accommodated in class. The student is responsible for contacting faculty regarding reasons for their request being declined.' Below the question are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box. Below the radio buttons is a blue 'Save' button, also highlighted with a red box. At the bottom of the form are navigation buttons: '< Previous', 'Booking 1 of 2', and 'Next >'. A legend at the top left indicates '* indicates a required field'.



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8. Once approved, Faculty will be asked to provide **instructions** and **upload the exam**.

- Enter your **Name** and the standard **Exam Time (without accommodation)**

Professor's Name *

Time given to the class (in minutes) to compete the exam *
ODS will calculate extended time

- Confirm **Materials** allowed (example below)

Instructions for each exam. Please specify what materials the student may use.

Use of Book *

Yes No

Use of Notes *

Yes No

Notes Type Allowed *

Use of Calculator *

Yes No

Type of Calculator *

Scantron *

Yes No

Scrap Paper *

Yes No

Additional Materials Allowed (ex. formula sheet) *

Yes No

Please list materials allowed *

Where is the class required to take this exam? *

In-Person On Campus
 Any Remote Location

- If exam will be on **Blackboard**, provide the password and confirm if Respondus Lockdown Browser is required

Is this exam proctored on Blackboard or other platform? *

Reminders:

1. Make sure the exam is posted at the time the student is taking the exam at ODS if this is different than when the class is taking the exam
2. Make sure the end time is adjusted for extended time (1.5x or 2.0x) and the clock reflects this

Yes No

Blackboard Password *

Is Respondus Lockdown Browser required? *

Yes No



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- Upload Exam (if applicable and available)
 - Note: You may provide the instructions at this point and upload the exam later, e-mail it to odstesting@miami.edu or drop it off in person.

Attach Exam

IMPORTANT: Please email any additional materials (formula sheet, periodic table, etc.) to ODSTesting@miami.edu. The system will only allow one file to be submitted.

Drop or browse files to upload

- Click Save
 - If you have additional requests to review, you may click Next or Previous to review them

Save

< Previous

Booking 1 of 2

Next >

- Once you are done reviewing, you may exit this screen by clicking the X at the top right corner of the window.

Sebastian Ibis

* indicates a required field

Alternative Testing Room Booking

9. From the **Courses** tab

- Select the course and section the request was made for, listed in the email.

Home / Course / Course Catalog

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

1 results Showing 20

TEST01AA

Date: August 04, 2025 - December 31, 2025

Time: 8:00 am - 9:00 am



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10. Select **Exam Requests** tab to view all approved and pending exam requests.

- Exams approved by both faculty and ODS staff will appear under Approved. Select the **Pending** tab and click the student's name.

Home / Course / Course Details / Exam Requests

TEST01AA ()

Course Details Enrolled Students **Exam Requests**

Pending Approved

Keywords

Apply Search

1 results Showing 20 ▾

Sebastian Ibis
2025 Summer- Main Testing Room
August 18, 2025 - 11:00 am

11. Approve or deny the testing requests (see **steps 7 above**).

12. Provide Instructions and Upload Exam

- Once you are done reviewing, click **Submit** either at the top or bottom of the page

Home / Course / Course Details / Exam Requests

Alternative Testing Room Booking for Sebastian Ibis

Course Details Enrolled Students **Exam Requests**

Submit **Save** Cancel

* indicates a required field

Alternative Testing Room Booking

Course Information

Title	TEST01AA
Code	
Semester	Summer 2025
Course	August 4, 2025
Start	
Date	

13. Once you have completed this information, faculty approved exams will appear under **Pending** for both students and faculty until the Testing Coordinator provides the final approval.

14. Exams can be uploaded at a later time, at least **24 business hours** prior to the exam.

- To upload the exam file later,
 - Click on **Review** from Home tab or
 - Click on **Courses** tab > Section > Exam Requests
 - The exam request may be under the Pending tab if not yet approved by Testing Coordinator or the Approved tab once approved by the Testing Coordinator

15. If you have any additional specific instructions, documents or questions, e-mail odstesting@miami.edu or call **305-284-1345**.