Instructions for Faculty to Approve Distraction Reduced Exam Proctoring

SAS has moved to a new database, Accommodate, to increase efficiency and ease for both students and faculty. Accommodate is a simple to use system that allows faculty to approve exam accommodation requests digitally rather through the old paper forms. Please use this tip sheet as a guide for approving accommodations. If you’d prefer a one-on-one walk through, email us and we’d be happy to do that too.

Thank you for your support as we make this transition.

Kirsten Behling
SAS, Director

7 Easy Steps to Approving Exam Accommodations

1. Log into Accommodate by clicking here: https://c160-shib.symplicity.com/sso/
   Use your Tufts UTLN and password (the same one you use for your email).

2. Select “Courses”

Choose the course that the student who is requesting the accommodation is enrolled in. You should receive an email from Accommodate telling you which course the student indicated in their request. Click on the title of the course.
3. Click on “Room Bookings” to see what students are asking for the ability to take their exam in the SAS testing space.

4. Click on the “Edit” button (a paper with a pencil) for each student you see in this list.
5. Add any proctoring notes that you might have for the exam in the “Notes” box. Then click “yes” for “Testing Appointment Approved” and click “submit.”

6. You are all done! If you have other students taking the same exam you will see their name under the “Pending” tab. Just repeat what you did above for each of those students.