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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

UNIVERSITY DISABILITY SERVICES  
ALTERNATIVE TEST ROOM BOOKING  
FACULTY GUIDE

### Scope

This guide was created to assist instructors at Commonwealth University in the preparation of accommodative testing materials. Each exam request should receive a response in Accommodate to ensure equity and compliance. If you believe a request merits additional consideration, send an email to

[AccommodativeTesting@commonwealthu.edu](mailto:AccommodativeTesting@commonwealthu.edu) or call your campus UDS office.

### Accessing Accommodate

The [Accommodate web portal](#) is the approved channel for all accommodative testing requests and materials. Links can be found on the [MyCommonwealthU](#) page under the Academic & Support Quick Links header and the [University Disability Services](#) page under Commonly Used Links. Contact UDS if you are unable to register or login to Accommodate.

### Reviewing an Exam Request

Student exam requests appear in multiple places within Accommodate. The quickest way to access exam requests is on the home screen. If students have created a booking for one of your classes, you will see the 'Test Room Bookings to Review' field populate at the top center of the home screen. Click the chevron to display requests within a course, then click the **blue** 'Review' button to open the Review form. Please note that

the blue **x** next to the review button will dismiss the request from your home screen. It can still be accessed by navigating to the 'Courses/Exam Requests' tab and opening the course record, then selecting 'Exam Requests'. Use the hamburger menu if you cannot see the 'Courses/Exam Requests' tab (with the apple icon). Dismissing a request is a client-side visual change, and UDS staff are not notified. If you wish to indicate that a request is inappropriate or unreasonable, do not dismiss it with the **x** — use the Review form instead.

## Test Room Bookings to Review

▼ <b>Intro To Test</b> (TEST 101)	1 Booking, 0 Exams
<b>Canyon Fosse</b> June 25, 2026 9:15 AM	<a href="#">Review</a> <b>x</b>
> <b>Exams</b>	<a href="#">Add Exam</a>
Manage attachments for the following exams	

### Add New Exam

The exam entry form can be found in several places within the Accommodate web portal. The quickest way is the **red** 'Add New Exam' button on the Home page. If you cannot see this button on your device, use the hamburger menu (three stacked bars ☰) at the top of the screen, then select the 'Exams' tab, then select 'Add New Exam.' You can also use the 'Enter Exam Information' button on the Review form, the blue Add Exam link under the 'Review' button, or on the 'Exam' tab under 'Courses/Exam Requests.'

**Complete the necessary fields in the Exam Entry form.**

Select the desired course in the first field. Next, add a meaningful title — students may use this title when creating a request, so be descriptive. If your exam requires attachments, you can submit these in the Attachments field. This might be the .doc file of the exam itself, handouts, formulae, or even config files for a computer-based exam — anything that is distributed to the rest of the class that UDS wouldn't have on hand. If the exam is online through BrightSpace, and no additional files are required, *you do not need to submit anything here.*

If you are administering multiple versions of an exam, you can add instructions about the distribution in the next field. In the field, 'Amount of time given to the class to take the exam' you should enter the unadjusted time allotment for the exam. Provide your contact information in the field marked 'How can we reach you during the exam?' It is important that you remain available to field student questions during their exam appointment. Next, complete the radio button fields, which provide information about the exam to UDS staff. If you need to provide additional instructions, you can complete the 'Other Exam Instructions' field, but this is not required. Select your desired method of exam return. Finally, set a date range for the exam. This range defines the length of time the exam will be available for appointments in Accommodate. Exams are archived by the system after the last date entered, so if you anticipate make-up exams, it would be prudent to extend this range to their test date. Complete your exam entry by clicking the **red** 'Submit' button. If you would like to delete your exam draft, click the 'Delete' button.

**Navigate back to the Home page.**

You should now see the exam attached to the request in the 'Test Room Bookings to Review'. If you do not see the exam, click 'Review' again and select the exam from the dropdown menu, then select 'Save.'

Contact [AccommodativeTesting@commonwealthu.edu](mailto:AccommodativeTesting@commonwealthu.edu) or call the UDS office if you require additional assistance with Accommodate.