

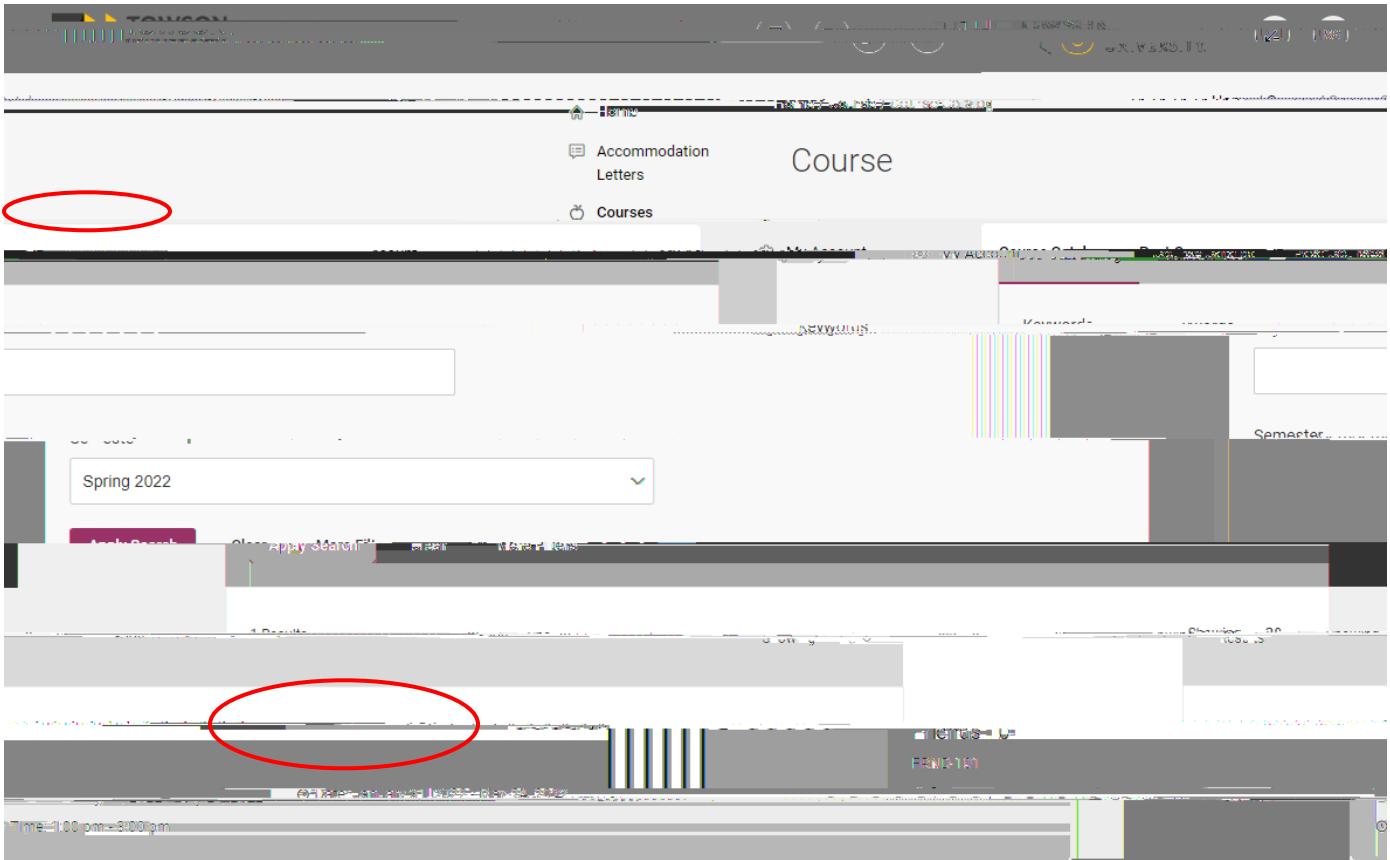
Testing Center Requests in Accommodate (Faculty)

Your Accommodate portal will house important information about your students' accommodations

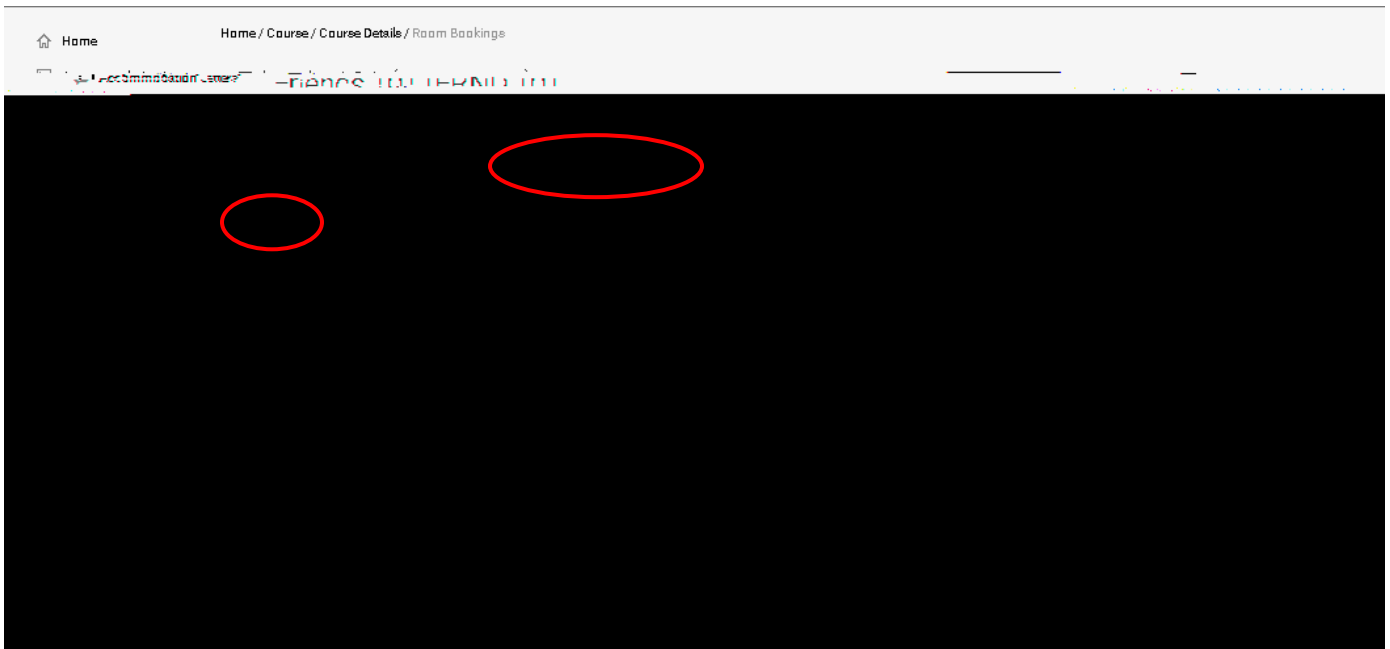
- sdgs wi] TJ -0.002 Tc 0.002 Tw -0.9 -1.16 Td [(s)1 (el)-4 (ec)-6 (t)-5 (N)-1 (o)-5 (.)-6 ()]TJ /TT5 1 Tf 0.003



1. After you login, select 'Courses' on the left side of the page and select the appropriate course.



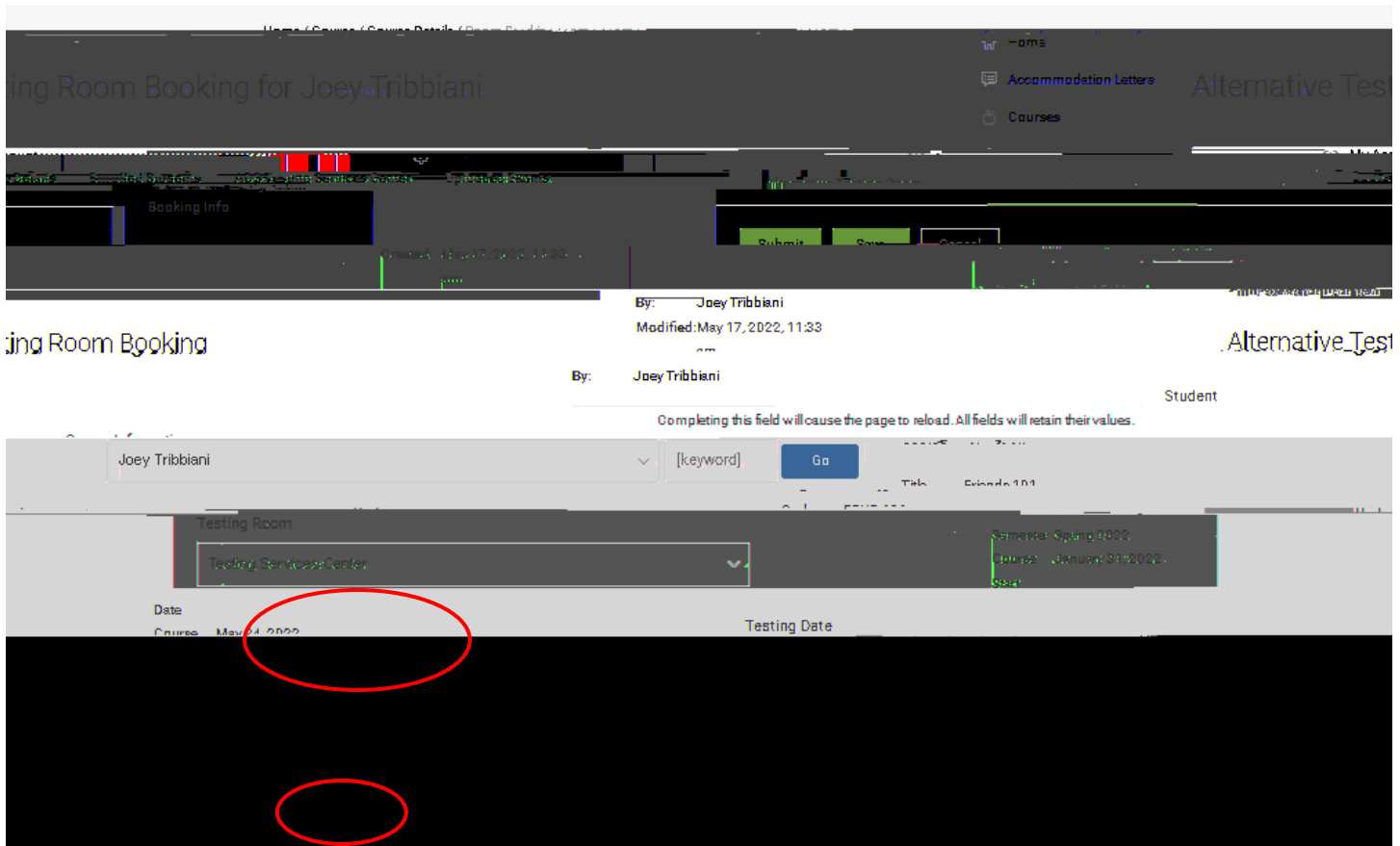
2. Select "ADS Testing Services Center" tab. You will have two sub tabs listed: "Pending" and "Approved." New requests will be located in the "Pending" sub tab and previously viewed and approved testing requests will be located in the "Approved" sub tab.
3. Click on the student's name under the "Pending" tab whose request you would like to address.



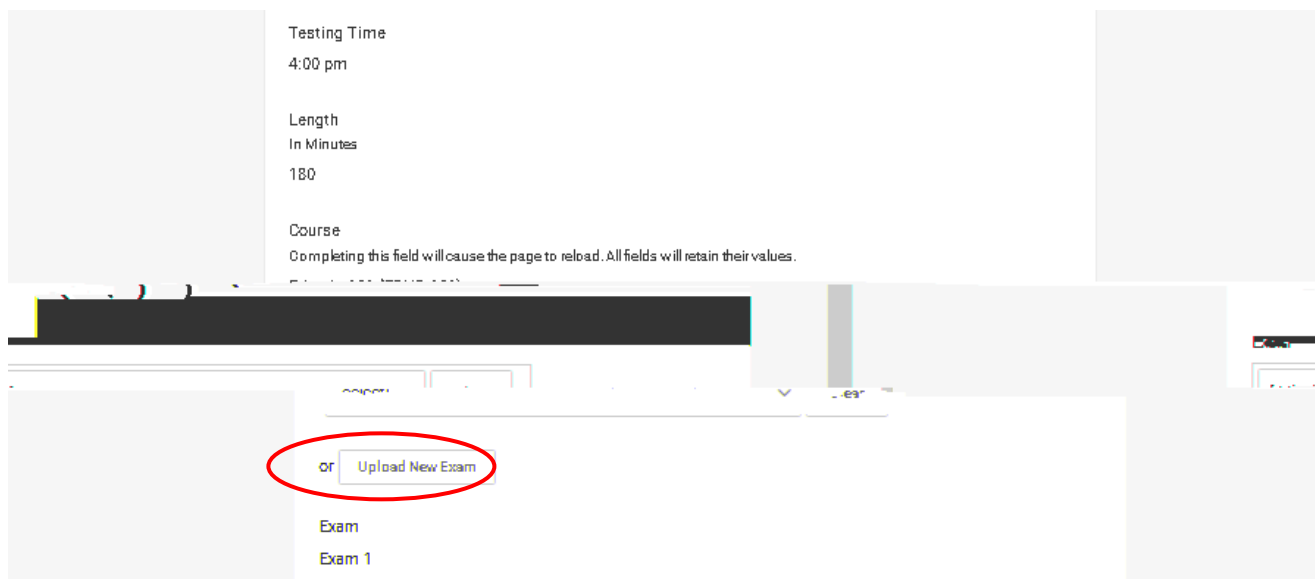
4. Review the request:

A) If the date/time is correct, proceed to the next step.

B) If the date or time that the student selected is incorrect, then scroll to the bottom of the page and select No. If you select no, then the Testing Request will be cancelled, the student and Testing Center will be notified. The student will need to submit a new testing request.



5. Click on "Upload New Exam." **You must do this step, even if you are not attaching the exam document.





- f. Enter the date of the exam in both boxes.
- g. Indicate the following:
 - i. is the student is permitted to leave the testing area for a restroom break
 - ii. how the Testing Center staff should proceed if the student arrives late
 - iii. which test materials are allowed on the exam

First date exam can be taken

select of

Last date of this

to the extent that it is not permitted to leave the testing area for a restroom break

- h. Next, select how you would like the completed exam sent to you.
- i. If there is any additional information that needs to be shared to the Testing Staff, please type it in the available box. (i.e., exam passwords, special instructions, etc.). You can also indicate how you intend to deliver the exam if you are not uploading it to the portal (fax, email, etc).
- j. Please share your best contact information (phone and email) in the event that the Testing Staff needs to contact you while the student is taking the exam.

k. Next, if you have multiple variables, then the weight of each variable is given by the inverse of the variance of the variable. For example, if you have two variables, X_1 and X_2 , with variances σ_1^2 and σ_2^2 , then the weights are $w_1 = \frac{1}{\sigma_1^2}$ and $w_2 = \frac{1}{\sigma_2^2}$.