

Accommodate

Faculty Guide: How to Confirm Exam Details

1. Log into [Accommodate](#).
2. On your home page you will see if there are any test room requests to **Review**.
3. Click on the course and the students to review will show in the drop down menu.

Test Room Bookings to Review

▼

History Of Wegmans 321 (WEG 321)

2 Bookings, 1 Exam

George Weasley

Reserved

August 5, 2025 8:15 AM
exam 1

Confirm Details

×

George Weasley

Reserved

August 7, 2025 8:00 AM
exam 1

Confirm Details

×

▼ Exams

Needs Attachment

Add Exam

Manage attachments for the following exams

exam 1

No Attachment

4. Click on the Test Room booking you would like to **Confirm Details** for and scroll down to answer the questions.

George Weasley

Reserved

August 5, 2025 8:15 AM
exam 1

Confirm Details

×

Faculty Confirmation

Are the exam details above correct?

If not, please provide information in the comments below.

☒ Yes ☐ No

Faculty Comments

Please enter anything you'd like us to know.

Exam Information

Existing Exam Instructions and/or Files

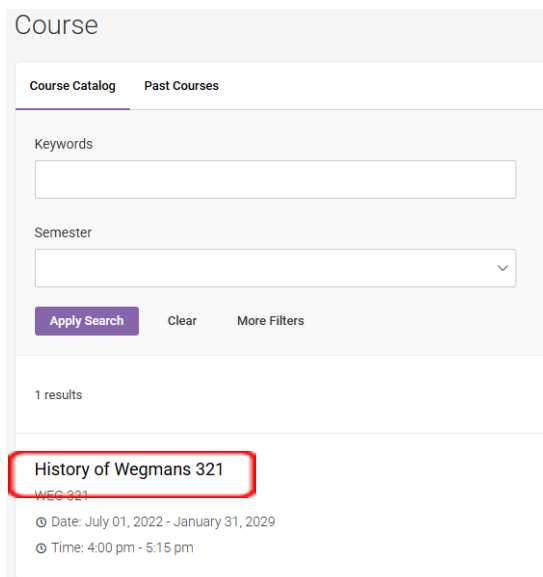
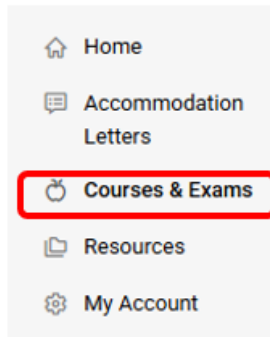
Uploading an exam will close the booking form and open the exam form. Any changes to the booking will not be saved. Once the exam is created you can review the booking again and select the exam.

Upload Button

Save

Select upload button to add exam and enter in details.
Select **Save**.

5. The top of the page will say that your test room booking changes have been saved.
6. An alternate way is to select Courses & Exams, select specific course and then Requests/Completed Exams





NAZARETH UNIVERSITY

[Home](#) / [Course](#) / [Course Details](#)

History of Wegmans 321 (WEG 321)

[Course Info](#)[Enrolled Students](#)[Requests/Completed Exams](#)[Exam Instructions & Exam Files](#)

[Cancel](#)

[Home](#)[Accommodation Letters](#)[Courses & Exams](#)[Exams](#)[Resources](#)[My Account](#)

7. Select the name of the student.

Home / Course / Course Details / Alternative Test Room Bookings

History of Wegmans 321 (WEG 321)

[Course Info](#)[Enrolled Students](#)[Requests/Completed Exams](#)[Exam Instructions & Exam Files](#)

Keywords

[Apply Search](#)

15 results

Sort By: Testing Date

Showing 20

George Weasley

ASA Testing Center (Computer Needed)

June 30, 2026 - 8:15 am

8. Review the Appointment Information. The **Appointment Length** will reflect the length of your exam with the student's extended time applied. If this is inaccurate, please write a note under **Exam Instructions**.

Student

George Weasley

Course

History of Wegmans 321 (WEG 321)

Exam Type

Exam

Testing Room

ASA Testing Center (Computer Needed)

Testing Date

August 7, 2025

Testing Time

8:00 am

Accommodations Needed

(1.5x) Extended time for quizzes, tests and exams, Distraction-reduced testing location for quizzes, tests and exams

Appointment Length

203

Student: Are you requesting to take the exam at a different date/time?

No

Exam Information

Existing Exam Instructions and/or Files

exam 1

9. Select 'Yes' under Faculty Confirmation once exam details are reviewed and correct. Select 'No' under Faculty Confirmation if exam details are not correct and please add corrections under Faculty Comments.

Faculty Confirmation

Based on the provided information, please indicate your confirmation of this testing appointment.

Are the exam details above correct?

If not, please provide information in the comments below.

☐ Yes

☒ No

Faculty Comments

Please enter anything you'd like us to know.

It's actually on the 23rd.

Exam Information

Please submit as much information as possible to ensure accurate delivery of your exam. If you've already submitted exam instructions and chose to "Apply to All Exam Requests," you will see the title of the exam and the existing instructions will automatically be applied. If you would like to add a different exam and instructions for this student, please select "Upload New Exam/Instructions"

Existing Exam Instructions and/or Files

[select] ▼	Clear
☒ Exam 1	

or

Upload New Exam/Instructions

Submit

Save

Cancel

10. Enter your exam information. Please be as specific as possible to ensure accurate delivery of your exam. Please upload your exam at this time.

11. If you noted the appointment length was inaccurate based on the student provided information, please specify the correct exam length for ASA to make an adjustment. This will be how long the class receives to take the exam, before extended time is applied.

Test Length *

How long does the class receive to take the exam?

12. Check off all materials that will be allowed during the exam and specify a preferred method of contact. Please note the date/time of the appointment and designate a way we will be able to contact you during that period. This will allow students to ask questions or address concerns.

What is the best method of contact for you during the exam? *

Ex. cell phone number (strongly preferred), email address, office phone. Please note, we must be able to contact you to address any questions or technical issues on your exam.

13. Select how you would like the exam returned to you, as well as any extra notes you would like us to know.

Method of Returning Exam

How would you like your exam back?

Notes

Anything else we need to know?

14. If the exam instructions apply to all existing approved or pending exam requests for this course with a test date in between the exam start and end date, click 'Yes'.

Apply to All Exam Requests? *

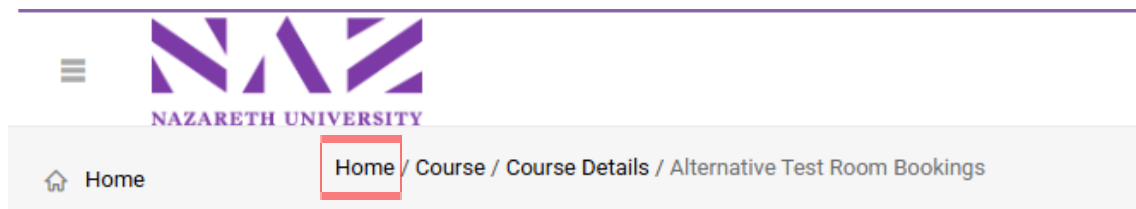
If yes, these exam instructions will be added to all existing approved or pending exam requests for this course with a test date in between the exam start and end date.

☐ Yes

☐ No

15. Click "Submit."

****Stuck on the wrong screen? You can always click back to home to return back to the starting screen.**



If you have any questions, please contact SASoffice@naz.edu or 585-389-2875.

Accommodate:

Adding exam instructions to multiple courses

Do you have 2 or more courses that you would like to submit the same exam/instructions for?

Click on the *Add Exam Instructions* icon on the right hand side of your home page and follow the prompts. You can now select more than one course through this option.

The screenshot shows the Nazareth University student portal interface. At the top, the Nazareth University logo is on the left, and a user profile icon with the initials 'SD' is on the right. A left-hand navigation menu includes links for Home, Accommodation Letters, Courses & Exams, Exams, Resources, and My Account. The main content area features a blue informational banner with text about confirming exam requests and an alternate way to enter exam instructions, both with 'Dismiss' links. Below the banner is a section titled 'Test Room Bookings to Review' which lists a course: '> History Of Wegmans 321 (WEG 321)' with '1 Booking, 0 Exams'. To the right of this section, a purple button labeled 'Add Exam Instructions And/Or Files' is highlighted with a red rectangular border.