

## Students with Disabilities How to Upload an Exam

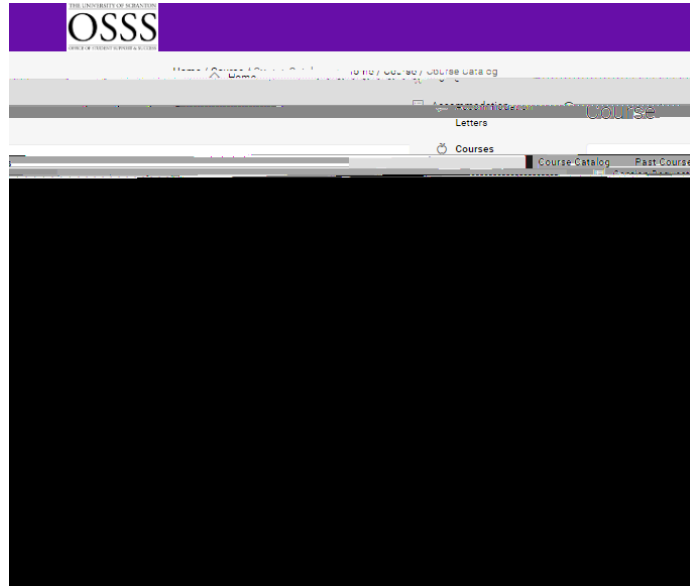
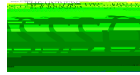
The University of Scranton uses Accommodate by Symplicity, a tool that enables the [redacted] to manage accommodation requests and other services that accompany the requests.

### Uploading an Exam

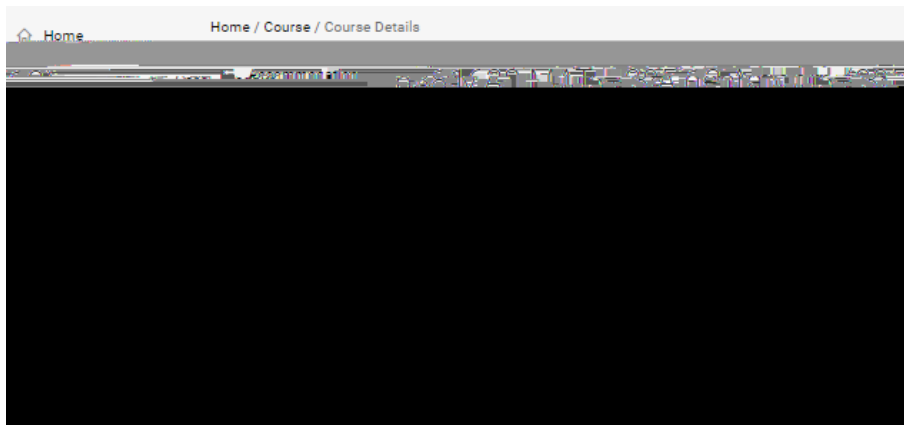
Only students who submitted documentation to the [redacted] and have been approved after a rigorous vetting process are eligible for accommodations.

Students who want to take their examination in the [redacted] will have to submit an Exam Booking Request through Accommodate. Once an Exam Booking Request has been submitted by a student, the faculty member will receive an email prompting them to verify the specifics of each exam, including dates, times, permissible equipment or tools, and will also be prompted to upload



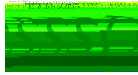


2. Click Course Name

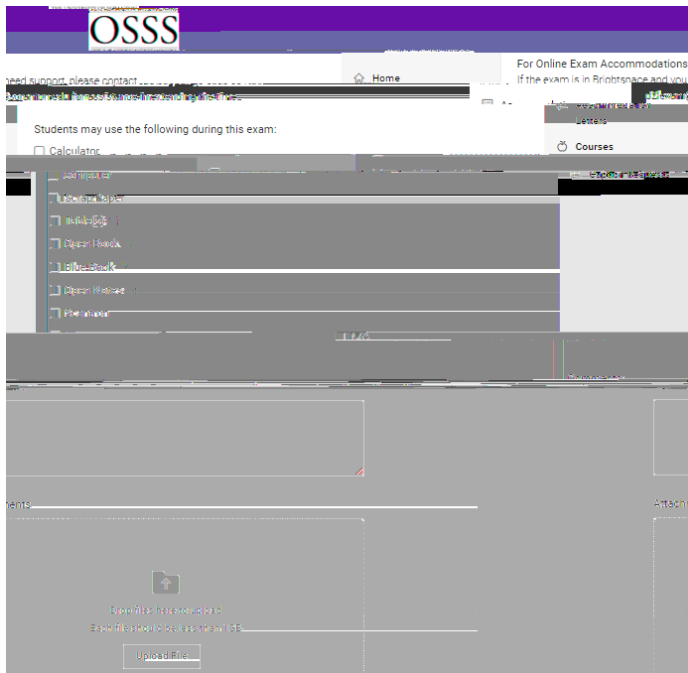
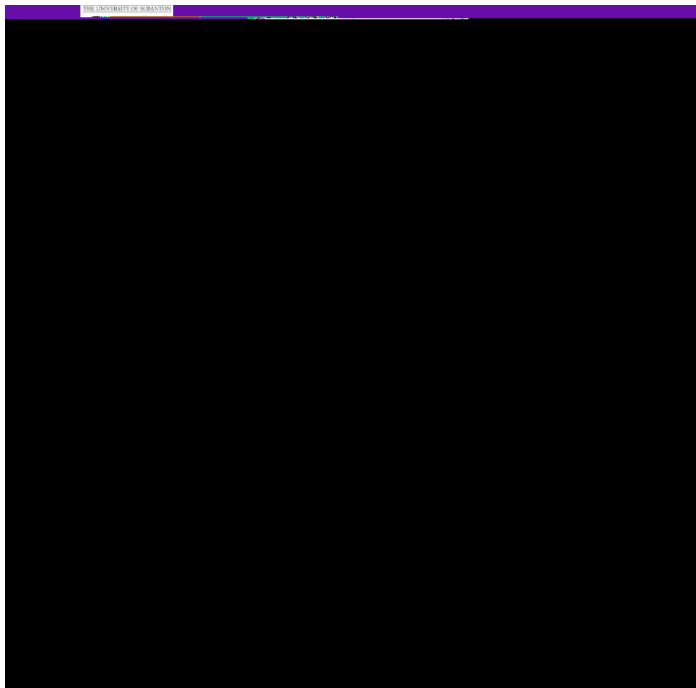


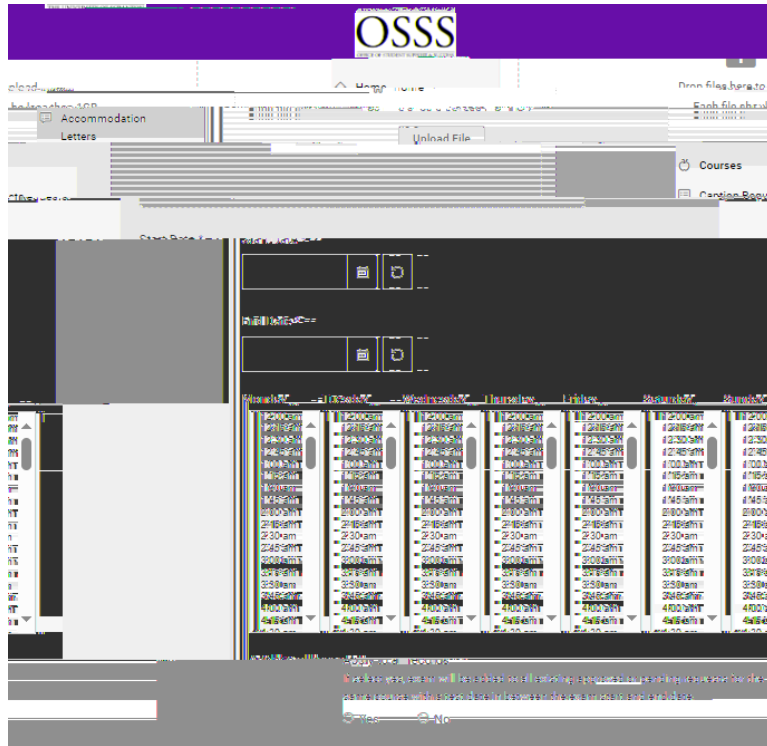
3. Click Exam





#### 4. Click Add New Exam





5. Fill out the entire form and upload your file in the *b* field
  - a. If there are multiple students in the same section taking the same exam in the OSSS in the timeframe you indicate, select *b* in the *b* area 6. Click Submit