Accommodate Instructions

Upload an Exam:

1. Once successfully logged in to Accommodate, click Courses on the left side menu.

2. Scroll down and select the course for which you will upload an exam.

3. Then select Exam.
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4. Click Add New Exam.

5. Complete all required fields by scrolling down and click Submit.  
*Please note: The Monday through Sunday fields are for selecting optional start times for this exam within the Start Date and End Date. Please be sure to set the Start Date to the class administration date and the End Date to two days after the Start Date.
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6. Once you have completed the form, click Submit. All submitted exams will appear on the Exam tab within your course. The Testing Center now has access to this exam and will pair it with the approved testing appointments.