

Accessing and Reviewing Students Exam Bookings

Faculty Handbook

MRU Access and Inclusion Services

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Faculty will be notified when a student in one of the courses has booked an exam with Access and Inclusion services via email. Faculty will receive an email for every booking once it has been approved by the Exam Scheduler.

Exams are booked on a first come first serve manner. When reviewing the booking, pay attention to the Date of the booking both in the email and in Accommodate.

Accessing Students Bookings

All students booking will appear under the **Courses** tab on the home page of your Accommodate portal.

1. To navigate to a student booking first select **Courses -> Course Name**

Note: Use the sort function to rearrange courses by Title, Start Date, Code, Start Time.

The screenshot displays the Accommodate portal interface. At the top, there are two tabs: 'Course Catalogue' and 'Past Courses'. Below the tabs is a search section with a 'Keywords' input field, a 'Semester' dropdown menu, and buttons for 'Apply Search', 'Clear', and 'More Filters'. The search results section shows '2 Results'. A red box highlights the 'SORT BY: Title' dropdown menu. Below the search results, there are two entries, both titled 'Not a Real Course'. A red box highlights the first entry. The first entry details are: NARC 1001-001, Date: January 01, 2022 - April 22, 2022, Time: 12:00 am - 1:00 pm. The second entry details are: NARC1001, Date: January 04, 2022 - April 25, 2022, Time: ...

2. Once you have selected the course, navigate to the **Accommodated Exam Centre Bookings** to see all bookings for your student in that course and section.

Home / Course / Course Details / Room Bookings

Not A real Course (NARC1001)

Course Details **Accommodated Exam Centre Bookings** Exam

Keywords

[Apply Search](#) [More Filters](#)

1 Results Showing 20 ▾

Deb2 Test
*Room 11 (M-R, closes 4:30pm)
January 28, 2022 - 1:00 pm

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

Reviewing Students Booking

Before uploading an exam, please review the students booking to ensure that the information they provided to Access and Inclusion Services is correct.

PLEASE REVIEW A BOOKING ON ACCOMMODATE AND PROVIDE ANY NECESSARY INFORMATION, EVEN IF THE EXAM IS DELIVERED ONLINE

To review a booking log in to your [Accommodate](#) account and provide contact information and additional invigilation instructions. If your exam is online please indicate so in the booking (we do not require a copy of the online exam).

Things to Remember when reviewing the student booking.

1. Access and Inclusion Seating times run **on the hour** every hour from 9:00 am - 5:00 pm
2. If students are writing Blackboard exams, note the start time to ensure that the exam has been opened for when the student is to write in Access and Inclusion Services as this may differ from the class start time., and may differ from student to student.
3. Review how long the student has indicated the class gets as the students Accommodated length will be based on this.
4. Any information needed to facilitate the exam **MUST BE** added to the booking as Access and Inclusion will facilitate the exam based off the information provided to us.

INFORMATION TO REVIEW IN THE STUDENTS BOOKING:

Under Student Supplied Information:

- Date class writes
- Class Start & End Time
- Student Notes

Student Supplied Information

Please review the information below. **If this information is incorrect, contact Access and Inclusion Services** at 403-440-6868 or accessibility@mtroyal.ca.

The Accommodated Exam Date and Time below should overlap with the date and time the class writes the exam unless previously discussed with you.

Date class writes exam:
January 28, 2022

Class exam start time:
1:00

Class exam end time:
2:00

Under Accommodated Exam Details:

- Accommodated Exam Date
- Accommodated Exam Start Time
- Accommodated exam length

Accommodated Exam Details

Accommodated exam date: *

January 28, 2022

Accommodated exam start time: *

1:00 pm

Accommodated exam length (in minutes):

This is calculated based on the length of time the student said the class receives, multiplied by the student's extra time accommodation.

90

Accommodated end time

2:30 pm

Accommodated exam room: *

*Room 11 (M-R, closes 4:30pm)

Once you have reviewed the booking information the exam can be uploaded and any additional information can be added to the booking.

- a. If the exam is on Blackboard select **'YES'**. Please check this in case the student indicated that the exam is on Blackboard.
- b. If students require internet access beyond Blackboard (Goggle Drive, YouTube, Wiley Plus) select **'YES'** to the question *Internet Required*. **NO** can be selected if the student only requires Blackboard, this question is meant for internet usage beyond access to Blackboard.

ADDITIONAL MATERIALS:

If students require additional materials for exams, these can be added from a Pick-List. Under **Additional Materials allowed** select **Add**. A pop up will appear and all additional materials can be selected off the pick-list. Once you have selected the additional materials, hit **DONE**.

The image shows a 'Choose' dialog box with a blue header and footer. The header contains the word 'Choose' on the left and 'DONE' on the right. The main area is a list of items, each with a checkbox on the left and a right-pointing arrow on the right. The items are: 'Calculator' (checked), 'CHEM Data Booklet', 'Dictionary', 'Equation sheet (provided by professor)' (checked), 'Molecular Model Kit', 'Reference/aid sheet (give details in "Other instructions" section below)', 'Scantron sheet', 'Textbook/Readings (give details in "Other instructions" section below)', and 'Thesaurus'. The footer contains the word 'DONE' on the right. The number '90' is visible in the bottom left corner of the dialog box.

Item	Selected	Action
Calculator	<input checked="" type="checkbox"/>	>
CHEM Data Booklet	<input type="checkbox"/>	>
Dictionary	<input type="checkbox"/>	
Equation sheet (provided by professor)	<input checked="" type="checkbox"/>	
Molecular Model Kit	<input type="checkbox"/>	
Reference/aid sheet (give details in "Other instructions" section below)	<input type="checkbox"/>	
Scantron sheet	<input type="checkbox"/>	>
Textbook/Readings (give details in "Other instructions" section below)	<input type="checkbox"/>	
Thesaurus	<input type="checkbox"/>	

Other Instructions can be added in the text book. If there are any errors in the students booking (length, date, etc.) add the information here to be reviewed by the Exam Facilitator so the changes can be made.

Uploading Exams To A Students Booking

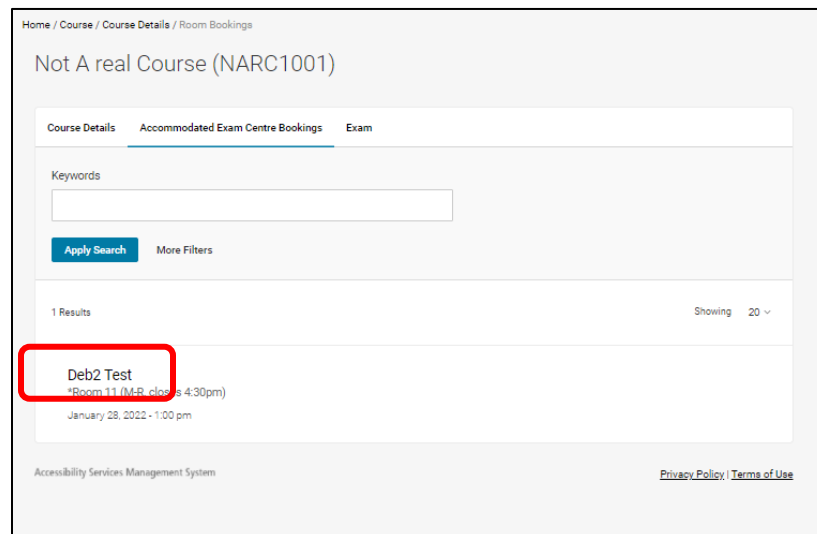
Bookings for students will appear in chronological order and all bookings will remain under the **Accommodated Exam Centre Booking** tab for the semester. When uploading an exam pay attention to the date to ensure that the exam is uploaded to the correct booking.



There are **two** different methods for uploading an exam to a student booking. Method 1 allows for more than one document to be uploaded to the students booking.

METHOD 1

1. Select the students booking by clicking on their name



- At the top of the exam booking, you can select to upload the exam. This is where you will be able to upload **multiple documents** to one booking.

NOTE: When uploading an exam through this method the exam can be transferred to all other students who have bookings within the date range specified.

Course Details Accommodated Exam Centre Bookings Exam

Submit Save Back

* indicates a required field

Accommodated Exam Booking

Student: *
Completing this field will cause the page to reload. All fields will retain their values.
Deb2 Test

Course:
Completing this field will cause the page to reload. All fields will retain their values.
Not A real Course (NARC1001)

Exam

[select] Clear

Upload New Exam

Alternative Testing Room Booking Info

Created: January 27, 2022, 1:29 pm
By: Admin- Julianna Michayluk
Modified: January 27, 2022, 1:29 pm
By: Admin- Julianna Michayluk

Course Information

Title	Not A real Course
Code	NARC1001
Semester	
Course	January 3, 2022
Start	
Date	
Course	April 24, 2022
End Date	
Enrolled	Yes
Date Not	-

3. The Upload Exam window will open as a pop up. In this window you will need to fill in the **Title**, **Test length**, **Start & End date**

Upload New Exam

* indicates a required field

Exam

Course *
Not A real Course (NARC1001)


Title *

Description

Final Exam
Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.
 Yes No

Test Length *

Attachments



Drop files here to upload
Each file should be less than 1GB

StudentHandbookDec2021.pdf ×
134.74 KB

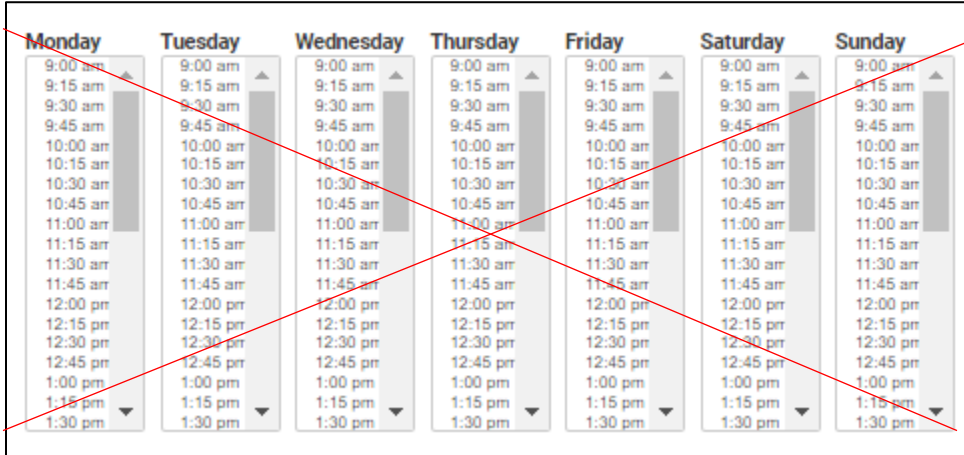
Start Date *

End Date *

Note: The start and end date are a Date range you will allow students to write that particular exam.

For example: If student must write the exam on Jan 28, 2022 Select the start and end date as Jan 28, 2022.

IGNORE the selection of days with times



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am
9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am
9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am
10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am
10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am
10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am
11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am
11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am
11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am
12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm
12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm
12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm
12:45 pm	12:45 pm	12:45 pm	12:45 pm	12:45 pm	12:45 pm	12:45 pm
1:00 pm	1:00 pm	1:00 pm	1:00 pm	1:00 pm	1:00 pm	1:00 pm
1:15 pm	1:15 pm	1:15 pm	1:15 pm	1:15 pm	1:15 pm	1:15 pm
1:30 pm	1:30 pm	1:30 pm	1:30 pm	1:30 pm	1:30 pm	1:30 pm

4. To have the exam apply to all student writing the exam within the specified date, select **YES** to the following question. Then select **Submit Response**.

Apply to all records

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

Yes No

[Back](#) [Submit Request](#)

OPTION 2

Exams can be uploaded under the **Additional Information Required** field.

1. Select the **Add Item** button, and there you will be able to upload the exam. Please note that only one file can be uploaded here (including zip files)

Additional Information Required

Fill in fields below:

Blackboard exam? *

Yes No

Internet required? *

Yes No

Additional materials allowed:
Please indicate additional materials the class is allowed.
Choose all that apply.

Other instructions:
Indicate information such as: reference sheet specifications, textbook/readings allowed, or any other information to help Accessibility Services administer this exam.

Professor contact information: *

Indicate how to contact you during this accommodated exam - room number, cell, local or other preferred method.

Attach exam:

PLEASE NOTE - if you update the exam file and attach it more than once, notify us by email (accessibility@mtroyal.ca) to ensure we print the most up-to-date version.

Can the attached exam (and the above information) be used for all students in this course section? *

Note that if you select 'Yes', you only need to submit the exam and instructions for this student.

Yes No

2. Select the file from your desktop to upload

Attach exam:
PLEASE NOTE - if you update the exam file and attach it more than once, notify us by email (accessibility@mtroyal.ca) to ensure we print the most up-to-date version.

Title

File

No file chosen

3. To notify the Exam Facilitator that the exam can be used for all students in this section select **Yes** to the following question.

Can the attached exam (and the above information) be used for all students in this course section? *

Note that if you select 'Yes', you only need to submit the exam and instructions for this student.

Yes No

4. If **'Yes'** is selected an additional question will appear, asking if the exam can be used for students in all of your sections for this course.

Can the attached exam (and the above information) be used for all students in this course section? *

Note that if you select 'Yes', you only need to submit the exam and instructions for this student.

Yes No

Can the attached exam (and the above information) be used for all students in ALL course sections that you teach?

Note that if you select 'Yes', you only need to submit the exam and instructions for this student.

Yes No

NOTE: If **'Yes'** is selected you do not need to upload the exam to every student booking in that course. The exam Facilitator will transfer the information to all additional bookings.