



Access and Inclusion Services Student Guide:

***How to access your academic accommodations
and request accommodated assessments***

Submit a Semester Request

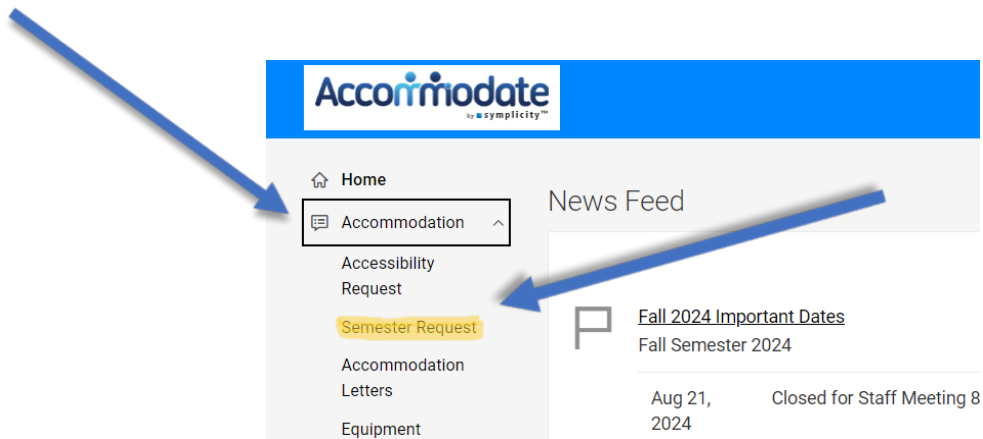


Each semester you must submit a **Semester Request** as it:

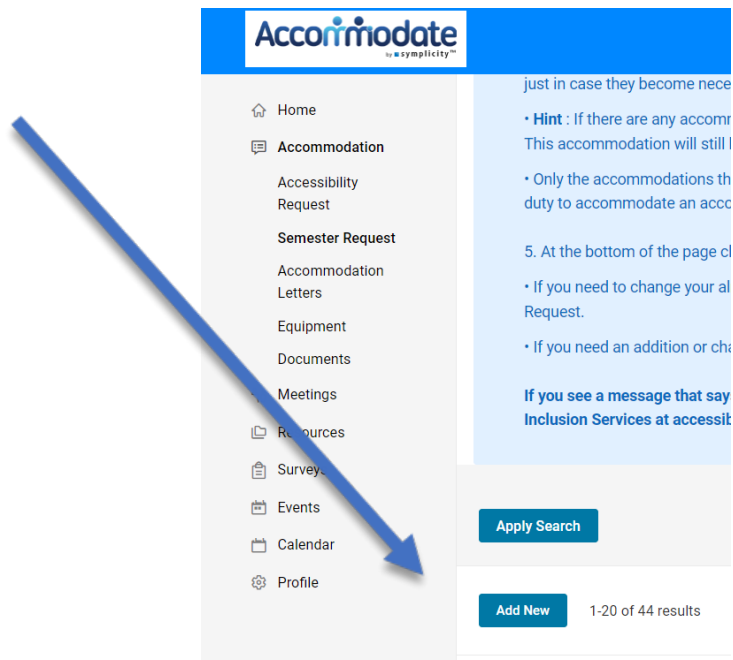
- tells our office that you are registered for classes and that you would like to access your academic accommodations for that semester.
- signifies to your instructors that your academic accommodations are valid for that semester.

1. Log into Accommodate: <https://mtroyal-accommodate.symplicity.com/sso/students/login>

2. Click **Accommodations** > **Semester Request**



3. Click the **Add New** button



4. Review your approved accommodations. If they are incorrect, contact your Access Advisor

5. From the drop-down menu, select the current semester

The screenshot shows the Accommodate website interface. On the left is a navigation menu with options: Home, Accommodation, Accessibility Request, Semester Request, Accommodation Letters, Equipment, and Documents. A blue arrow points from the 'Semester Request' option to the 'Semester' dropdown menu. The dropdown menu is currently set to 'Summer 2024'. To the right of the dropdown is a button labeled 'Review The Renewal'. Above the dropdown, a blue box contains a message: 'You have been approved for: Classroom Accommodations/Access to Class Notes/Slide Deck Before Class, Testing Accommodations/Computer - Text to Speech Software, Testing Accommodations/Test Room with Technology, Testing Accommodations/Computer - Grammar & Spell Check (MS Word), Testing Accommodations/Extended Time: 1.5 times regular time'. Another blue arrow points from the 'Review The Renewal' button towards the next step.

6. Click the **Review the Renewal** button

- You will see each of your accommodations with a list of your classes below. Review each accommodation and uncheck any classes that you do not need that accommodation for.

The two screenshots show the 'Accessibility Accommodation #1' page. The left screenshot shows the 'Courses' section with a checkbox for 'History of Pez Dispensers (HIST 30000)' checked. A blue arrow points from the 'Semester Request' option in the navigation menu to the 'Semester' dropdown menu, which is set to 'Summer 2024'. The right screenshot shows the same page with the checkbox for 'History of Pez Dispensers (HIST 30000)' unchecked. A blue arrow points from the 'Remove Accommodation' button to the 'Courses' section.

- Hint: Accommodate will automatically select all classes. It may be in your best interest to select all classes for each accommodation just in case they become necessary.
- Hint: If there are any accommodations that you will not require for any of your classes you can click on **Remove Accommodation**. This accommodation will still be an option in future semesters.
- Only the accommodations that you select will be sent to the instructor for that course.

7. At the bottom of the page click the **Submit** button

- If you need to change your approved accommodations during the semester you may do so by submitting another Semester Request.
- If you need an addition to your approved accommodations you must contact your Access Advisor.

Informing Your Instructors of Your Accommodations

1. Your Semester Request will be reviewed by our office (please allow 1-2 business days). Once it has been processed your instructor(s) will be notified of your accommodations through their faculty portal on Accommodate.
2. When your instructor is notified of your accommodations the duty to accommodate has begun.
3. You will receive an email from our office so that you are aware of when your instructor was notified of your accommodations.



Once your instructor has been informed of your accommodations (via Accommodate), a conversation may be requested to communicate about how your accommodations will be applied in that course. Some accommodations may require a discussion, as indicated on your Accommodation Letter. Doing so helps to work out details so that everyone has the same understanding and expectations.

Faculty (Instructor) Acknowledgement

Your instructor will provide acknowledgement of your accommodations to our office by following the necessary steps in their faculty portal in Accommodate. Faculty Acknowledgment is required before you can write an assessment in the Accommodated Exam Centre.

Completing Assessments in the Accommodated Exam Centre (Y201)

Accommodated assessments can include but are not limited to quizzes, tests, midterms, lab exams, timed in-class assessments, and final exams.



Students writing on-campus accommodated assessments *must* write in the Accommodated Exam Centre (exceptions may include lab exams).

Students writing off-campus accommodated assessments may choose to write in the Accommodated Exam Centre.

If writing in the Accommodated Exam Centre, you must submit an Exam Seating Request using the steps outlined below.

Accommodated assessments during the **regular semester**:



Exam Seating Requests should be submitted as early in the semester as possible.

Exam Seating Requests must be submitted **at least 7 days in advance of the assessment date**. Late requests (fewer than 7 days' notice) will not be accepted.

If your assessment date is:	You <u>must</u> request by 11:59 pm the previous:
Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday

Accommodated assessments during the **final exam period**:



Exam Seating Requests should be submitted as soon as the final exam schedule is released. See the [critical dates calendar](#).

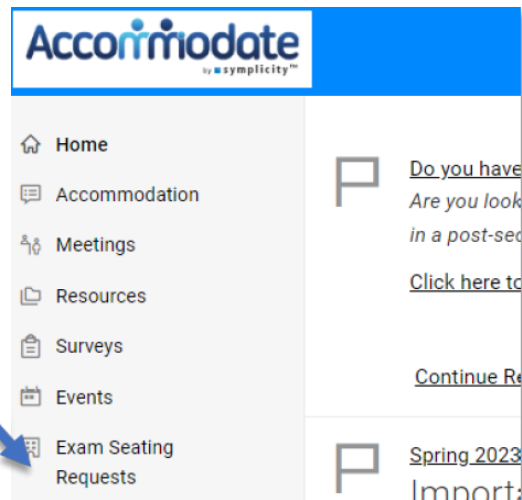
Exam Seating Requests must be submitted **by the posted deadline**. Requests received after the deadline will not be accepted.



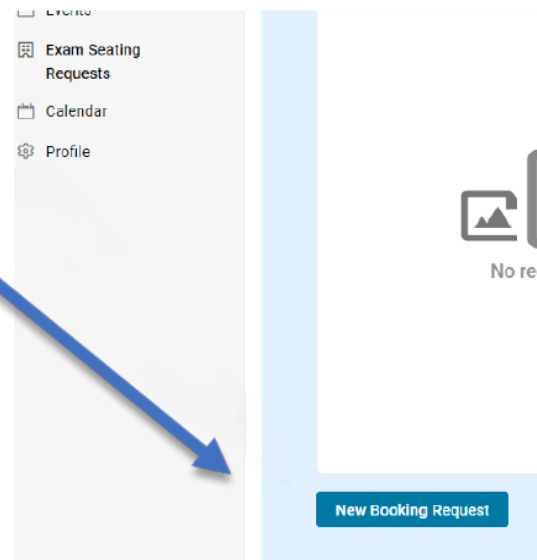
Check out our [exam seating request video](#)

Enter your information:

1. Log into **Accommodate**: <https://mtroyal-accommodate.symplicity.com/sso/students/login>
2. Click **Exam Seating Request**.



3. Click the **New Booking Requests** button.



4. Choose your course from the dropdown box.

A screenshot of the '1. Select a Filter' form. The form is titled '1. Select a Filter' and includes the instruction 'Start by applying a filter to see available options.' Below this, there is a 'Course *' label and a dropdown menu. A blue arrow points from the dropdown menu to the next step in the process. At the bottom of the form, there are two buttons: 'Clear Filters' and 'Next Step'.

1. Select a Filter

Start by applying a filter to see available options.

Course *


> Click Here (Required)

Clear Filters Next Step

5. If you see the name of the assessment you are booking, you can select it. If not, leave this field blank.

1. Select a Filter
Start by applying a filter to see available options.

Course * Exam

History of Pez Dispensers (HIST 30000) 


> Click Here (Required) Clear Filters Next Step

6. Click on “Click Here (Required)”. Skip to step 9 if you were able to select the name of your assessment.

1. Select a Filter

Start by applying a filter to see available options.

Course * Exam

History of Pez Dispensers (HIST 30000) Fake Midterm 1 

> Click Here (Required) Clear Filters Next Step

7. Select the option **Yes** under **Override Course Length**.

1. Select a Filter

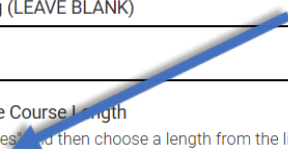
Start by applying a filter to see available options.

Course * Exam

History of Pez Dispensers (HIST 30000)

> Click Here (Required)

Building (LEAVE BLANK)



Accommodations

Testing Accommodations/Test Room with Technology

Override Course Length

Select “yes” and then choose a length from the list above if the assessment length is different than the class length.

☐ Yes

☐ No

Clear Filters

Next Step

8. Choose the length of time (in minutes) that the class gets to write the exam from the dropdown menu.

Course *
History of Pez Dispensers (HIST 30000) ▾

Exam
▾

▼ Click Here (Required)

Building (LEAVE BLANK)
▾

How long (without accommodated time) does the class get to write exam? Enter in MINUTES (80 minutes = 1 hour and 20 minutes)
Choose Length (in minutes) ▾

Accommodations
Testing Accommodations/Test Room with Technology

Override Course Length
Select "yes" and then choose a length from the list above if the assessment length is different than the class length.
☒ Yes
☐ No

10
15
20
23
25
30
35
38
40

Clear Filters Next Step

9. Click the **Next Step** button.

Select the date of the accommodated assessment:

1. Click on the date that your class is writing the assessment. If the date of your assessment is not available (i.e., it is light gray and you cannot select it), contact examsAIS@mtroyal.ca immediately.

2. Select a Date

Need to update the dates? Head back to step 1 filters to make changes.

< September, 2025 >


MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Select your seating time and room:

1. Click on Y201.
2. Pick a time that overlaps with the class writing time. You might not start at the exact same time as your class, but there should be some overlap.
 - If you cannot find a time that overlaps with the class, double check that you have followed all of the above steps accurately. If you have, contact examsAIS@mtroyal.ca immediately.

3. Select a Space
Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

Y201	14 Times Available
*Y201 Room 2: Technology (F, closes 4:30) 9:00 am 45 mins	<input type="button" value="Request"/>
*Y201 Room 3 Technology (F, closes 4:30) 9:00 am 45 mins	<input type="button" value="Request"/>
*Y201 Room 2: Technology (F, closes 4:30) 10:00 am 45 mins	<input type="button" value="Request"/>



* All rooms shown will meet your accommodation requirements.

Confirm exam booking:

In the **Confirm Exam Booking** pop-up:

1. Enter the name of the exam (check your course syllabus).
2. Enter the date the class will write the exam.
3. Enter the time the class exam is scheduled to begin and end.
4. Indicate if this is a D2L exam.
5. Include information regarding extra materials your instructor has indicated you are allowed to use (e.g. programmable calculator, sheet of notes, textbook, etc). If you do not need a computer for the exam please state that.
6. Click the **Submit Request** button

Exam Name *
Example: Quiz 1, Midterm 1, Midterm 2, In Class Essay

In-class Exam Date *

In-class Exam Start Time *
Please Note: Enter the exam start time, which is not necessarily the start of the class. For example, if you have a class from 9am- 12pm, but the exam is starting at 10am, enter **10:00**.

In-class Exam End Time *
Please Note: Enter the exam end time, which is not necessarily the end of the class. For example, if you have a class from 9am- 12pm, but the exam is from 10:00 to 10:30am, enter **10:30** as the end time.

Is this an online exam *

Submit Request

Monitor your exam requests:

You can see the status of your Exam Seating Request under **Pending Booking Requests**, located in Accommodate. Pending Booking requests are processed in chronological order of the assessment date. Rest assured, your request will be processed prior to the exam date. You will receive an email when your Exam Seating Request has been processed.

Commonly Asked Questions

Who is my Access Advisor?

Your Access Advisor is the individual who you met with during your intake conversation. Your Access Advisor's name and contact information are at the bottom of your Accommodation Letter.

Who do I contact if there are questions or concerns about my accommodations?

Please contact your Access Advisor as soon as possible.

What do I do if my instructor denies one of my approved accommodations?

Please contact your Access Advisor as soon as possible.

Where will I write my accommodated assessment?

- Our office uses various exam locations on campus.
- Check your MRU email the morning of your accommodated assessment to see what room you are writing in. Please go directly to that room.
- You will have access to all of your exam accommodations regardless of your exam location.

Who do I contact if I have questions, problems, or concerns with submitting accommodated exam requests?

Please contact the Exam Team by emailing examsAIS@mtroyal.ca