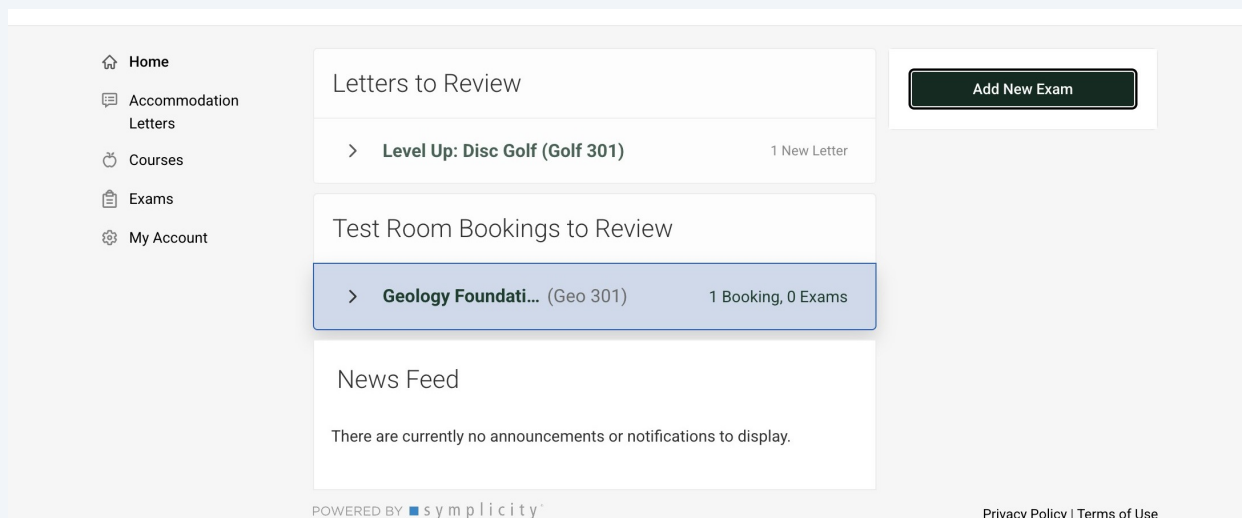


Submitting Faculty Exam Testing Agreements in Accommodate

This guide provides instructions for faculty members on how to finalize and submit exam testing agreements for their students. Learn how to input necessary details and upload files to ensure students receive their required academic accommodations.

1

Navigate to <https://calpoly-accommodate.symlicity.com>



2 Click "Geology Foundations: Gems and Crystals"

The screenshot shows the Cal Poly homepage. On the left is a navigation menu with links: Home, Accommodation Letters, Courses, Exams, and My Account. The main content area has three sections: 'Letters to Review' with a link to 'Level Up: Disc Golf (Golf 301)' (1 New Letter), 'Test Room Bookings to Review' with a link to 'Geology Foundati... (Geo 301)' (1 Booking, 0 Exams) which is circled in orange, and a 'News Feed' section stating 'There are currently no announcements or notifications to display.' A sidebar on the right contains an 'Add New Exam' button. The footer includes 'POWERED BY simplicity' and links for 'Privacy Policy' and 'Terms of Use'.

3 Student Test Room Bookings will appear on your homepage grouped by course section. Click "Review" to view details of a student's booking

This screenshot shows the 'Test Room Bookings to Review' section expanded. The 'Geology Foundati... (Geo 301)' item (1 Booking, 0 Exams) is selected, showing details for a student named Cora Barragan with a booking for July 31, 2026, at 1:00 PM. A 'Review' button is circled in orange next to the booking details. Below this, there is an 'Exams' section with an 'Add Exam' link and a section for 'Manage attachments for the following exams'. The rest of the page layout, including the navigation menu and sidebar, remains the same as in the previous screenshot.

4 Booking details will include the requested testing date and time.

Cora Barragan ✕

* indicates a required field

Alternative Testing Room Booking

Student
Completing this field will cause the page to reload. All fields will retain their values.
Cora Barragan

Testing Room
DRC BLDG 124: Check-in RM 111, Testing RM 113

Testing Date
Jul 31, 2026

Testing Time
01:00 pm

Length
In Minutes
60

Course

5 Click "Add New Exam" to complete the Alternative Testing Agreement

CAL POLY 🔗 CH

- Home
- Accommodation Letters
- Courses
- Exams
- My Account

Letters to Review

> **Level Up: Disc Golf (Golf 301)** 1 New Letter

Test Room Bookings to Review

▼ **Geology Foundati...** (Geo 301) 1 Booking, 0 Exams

Cora Barragan Review ✕
July 31, 2026 1:00 PM

▼ **Exams** [Add Exam](#)

Manage attachments for the following exams

News Feed

6 Select all applicable course sections for the agreement.

Add New Exam

* indicates a required field

Exam

Courses *

[select] Clear

☒ Geology Foundations: Gems and Crystals (Geo 301)

Exam Title *

Exam Start Date *

yyyy-mm-dd

7 Complete the form, including the date range during which the exam can be taken by the student.

Courses

Exams

My Account

☒ Geology Foundations: Gems and Crystals (Geo 301)

Exam Title *

Exam 1

Exam Start Date *

yyyy-mm-dd

Exam End Date *

If exam must be taken on a certain day, this can reflect the same as the start date

yyyy-mm-dd

Time

8

Complete additional exam information. Add additional comments for staff review as needed

☐ Notes (single or double sided, size of paper, # of pages, professor or student provided) Please comment below if you would like notes returned with the test (Additional Comment Required)

☐ Open book (may be hardcopy or electronic version) Specify in comments below (Additional Comment Required)

☐ Dictionary (hardcopy or electronic) (Additional Comment Required)

☐ Other (Additional Comment Required)

Additional Comment

Select any technical components of your exam if needed
NOTE: the DRC Testing Center has limited tech support). For video or audio components, please indicate delivery method in the "Additional Note" section.

☐ Respondus Lockdown Browser (must be preloaded by student onto their personal laptop prior to exam)

☐ Canvas (virtual format) (Additional Comment Required)

9

The exam itself can be attached to this form. The form can also be submitted and edited later as needed

Attachments

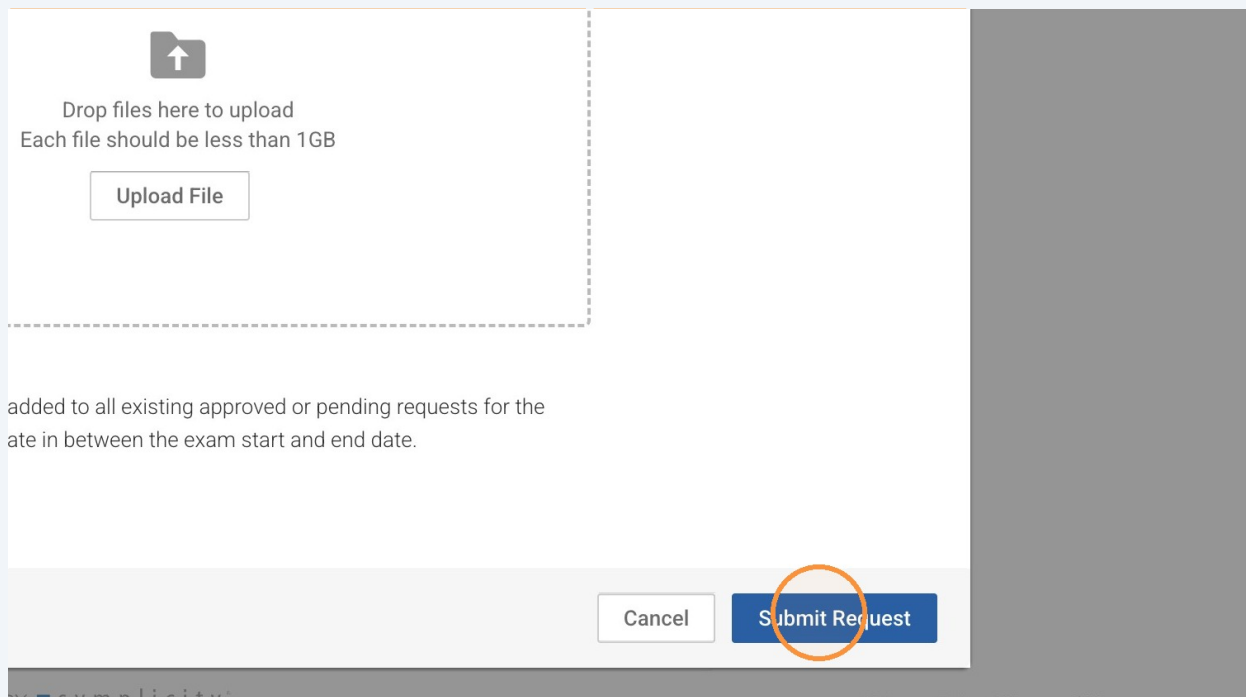
Drop files here to upload
Each file should be less than 1GB

Upload File

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

10 Click "Submit Request"



The screenshot shows a web interface for file uploads. At the top left, there is a circular icon with an upward arrow. Below it, the text reads: "Drop files here to upload" and "Each file should be less than 1GB". A button labeled "Upload File" is positioned below the text. A dashed line separates this section from the text below: "added to all existing approved or pending requests for the" and "ate in between the exam start and end date." At the bottom right, there are two buttons: "Cancel" and "Submit Request". The "Submit Request" button is blue and is circled with an orange ring.