Faculty Guide to Managing Exam Requests through Accommodate

Should you have any questions, comments, or need clarification on any of the necessary steps, please don’t hesitate to stop by our Office, or call us at (843) 349-2503.

1. Open a web browser (Google Chrome, Firefox, Safari, Internet Explorer)
2. Go to this URL: https://coastal-accommodate.symplicity.com/

Your page after logging in will look like this:

Viewing Pending Test Requests

In order to view your pending test requests, you will need to select the course you would like to view from the list provided under the “Courses” tab.

Once you have selected the course, you can see several additional tabs.
To view test booking requests, click the “Test Booking” tab. The view defaults to approved test booking requests.

By selecting the “Pending” tab, you can view all pending test booking requests for the selected course.

*** You will receive automated reminder emails to approve pending test requests five, three, and two days out from the requested testing date.
Approving a Test Request

In order to approve a test booking request, you must click the “Edit” icon (piece of paper and pencil), not the “View” icon (magnifying glass).

On the next page, you are able to add notes for the test proctor and upload the exam; however, if you are not prepared to do this yet, you can and should only approve the test booking request. To approve the request, scroll to the bottom of the page and click “Yes” next to “Testing Appointment Approved” and then the “Submit” button.

If you wish to decline the test booking request, select “No”, then the “Submit” button, and the student will be notified. If you decline a test booking request, the student should follow-up with you to determine a different date/time.

Viewing Approved Test Requests

To view test booking requests, click the “Test Booking” tab. The view defaults to approved test booking requests. Even though a test booking request has been approved, you can decline or cancel the request by selecting “No” next to “Testing Appointment Approved”, then the “Submit” button. If a previously approved request is changed both the student and the Testing Center will be notified.

If you were to cancel a previously approved test booking request, you should follow-up with the student about rescheduling the exam.
Providing the Test to the Testing Center

There are several options for providing the test:

1. Upload the test when approving the test booking.
2. Upload the test after the test booking has been approved.
3. Deliver a hard copy of the test to the Testing Center.

NOTE: Only one file is able to be uploaded so if multiple files are necessary, you will need to consolidate them into one. Audio files and Powerpoint presentations (or other supplemental materials) should be emailed with specific instructions.

To upload the test after approving the request, view your list of “Approved” Testing Bookings and select the “Edit” icon next to the request. On the following screen, please provide any details pertinent to the successful administration of the exam and then attach the exam to the test request.

*** An automated email reminder to upload the exam will be delivered one day prior to the testing date.