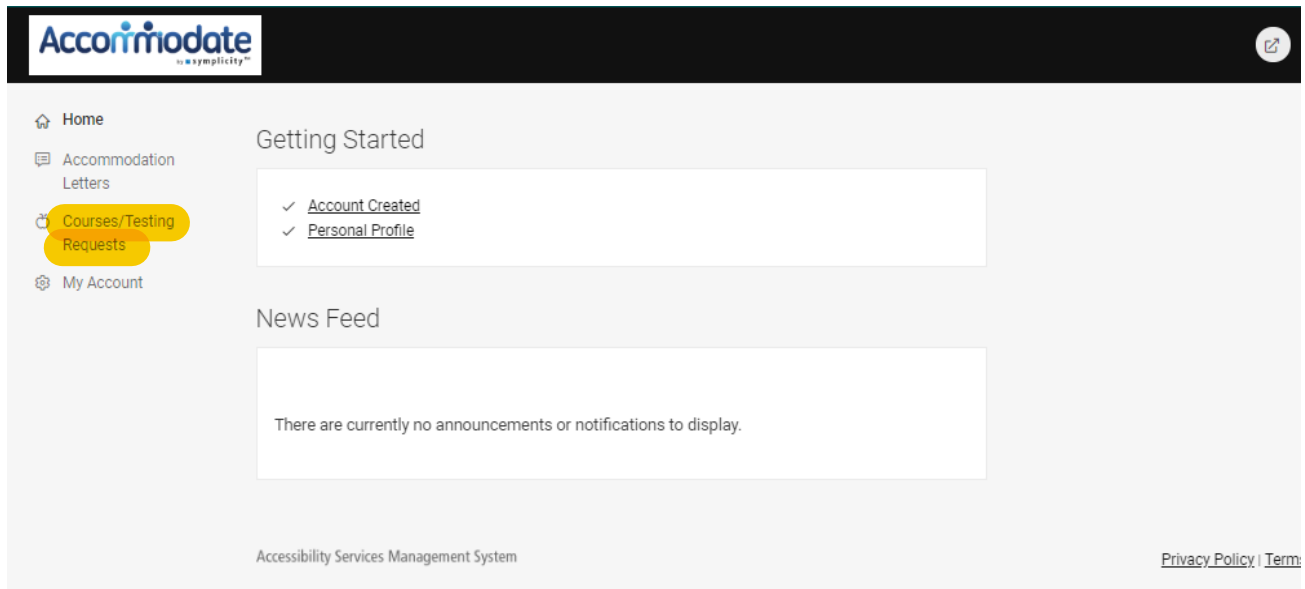# Uploading Examinations to Accommodate

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), and Go to this URL: https://coastal-accommodate.symplicity.com/

2. On the left side of your screen select "Courses/Testing Requests"

3. Select the appropriate course number for the student requesting to take an exam

Accommodate

Return to Accommodation Letters

- Home
- Accommodation Letters
- Courses/Testing Requests
- My Account

Course

Course Catalog	Past Courses

Keywords

Semester

Apply Search   Clear   More Filters

1 Results   Showing   20 ⌄

Composition & Critical Reading
ENGL*102*15
🕓 Date: August 21, 2019 - December 16, 2019
🕓 Time: 4:00 pm - 5:15 pm

Accessibility Services Management System   Privacy Policy | Terms of Use

4. Click the "Testing Requests" tab

Accommodate

- Home
- Accommodation Letters
- Courses/Testing Requests
- My Account

Return to Course | Return to list (Course)

Composition & Critical Reading (ENGL*102*15)

| Course Details | Enrolled Students | Testing Requests | Exam |

Course Info

Modified: August 31, 2019, 11:32 pm

Cancel

Course

Title
Composition & Critical Reading

Instructors
Christopher T. Moore (cmoore1@coastal.edu)

Code
ENGL*102*15

Course Type
On Campus

Credit Hours
4

Days
Monday, Wednesday

Semester
Fall Semester 2019

Start Date
August 21, 2019

End Date
December 16, 2019

Start Time
4:00 pm

End Time
5:15 pm

Course Unique ID
ENGL*102*15*19FA

5. Select the Student who is requesting the exam

Composition & Critical Reading (ENGL*102*15)

Return to Course | Return to list (Course)

Course Details   Enrolled Students   Testing Requests   Exam

Approved   Pending

Keywords

Apply Search   Clear

Will Appear here after email request:

No records

Accessibility Services Management System

Privacy Policy | Terms of Use

6. Correct the class time limit, if necessary (in minutes)

7. Add any special instructions in "Description" or "Faculty Notes"

Accommodate

Home
Accommodation Letters
Courses/Testing Requests
My Account

Course Details   Enrolled Students   Testing Requests   **Exam**

Submit   **Save**   Cancel   Delete

* indicates a required field

Exam

Course *
Composition & Critical Reading (ENGL*102*15)

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 *

Attachment

File
For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.

Choose File   No file chosen   Large Upload (Flash)

Start Date *

Select   Clear

End Date *

Select   Clear

8. Click "Add Item" to attach the exam