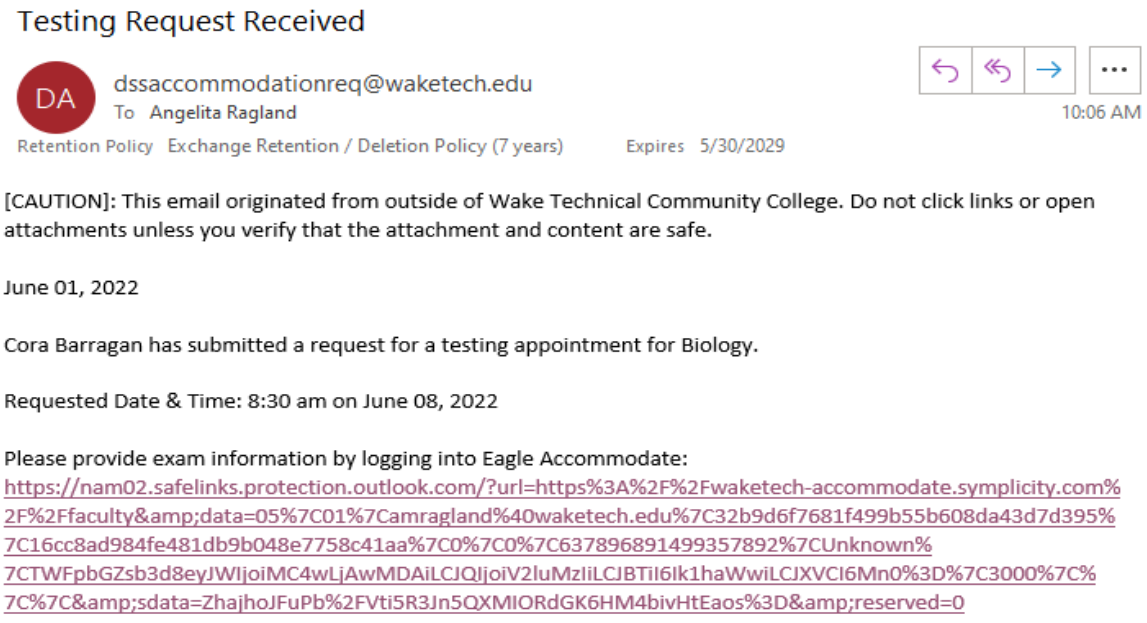
Eagle Accommodate Part 2

Please find below your guide to learning about the new Test Request process through Eagle Accommodate.

For your convenience, this link will allow you to access our single sign on portal. Please use your Wake Tech login credentials. This link can also be found on SharePoint.

1. **Test Request Email** – Instructors will first receive an email when a student submits a test request. It will show the students name, course, and the date/time requested. The email will include a link to the Faculty Eagle Accommodate login page.

   *Please note that the email will show that it came from dssaccommodationreq@waketech.edu and it will still populate the [CAUTION] message stating that the email originated from outside of Wake Tech. Please do not report this email to IT as a possible phishing scam. We are using an approved 3rd party system that is connected to our single sign on.



Testing Request Received

DA dssaccommodationreq@waketech.edu
To Angelita Ragland
10:06 AM
Retention Policy Exchange Retention / Deletion Policy (7 years) Expires 5/30/2029

[CAUTION]: This email originated from outside of Wake Technical Community College. Do not click links or open attachments unless you verify that the attachment and content are safe.

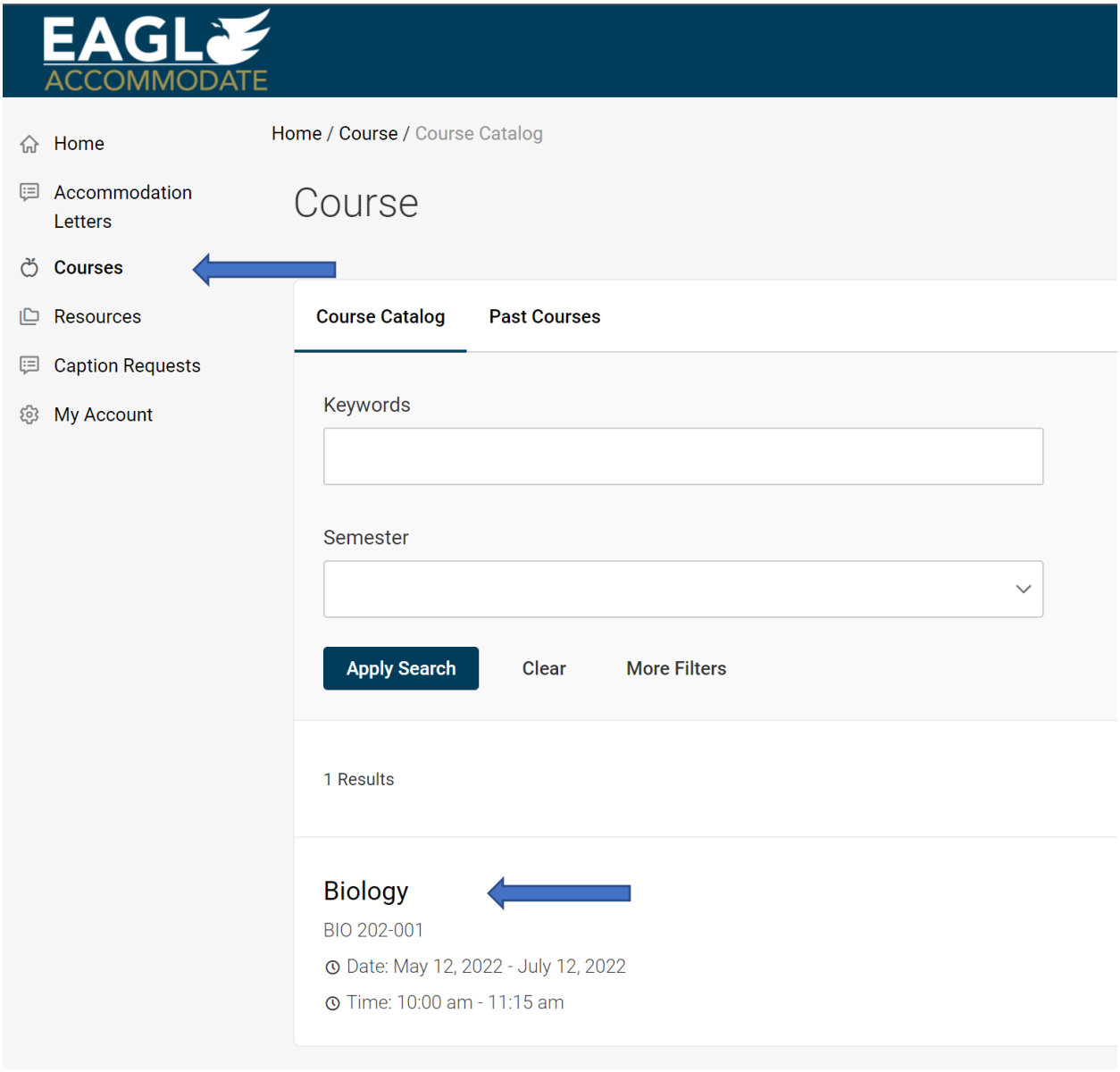
June 01, 2022

Cora Barragan has submitted a request for a testing appointment for Biology.

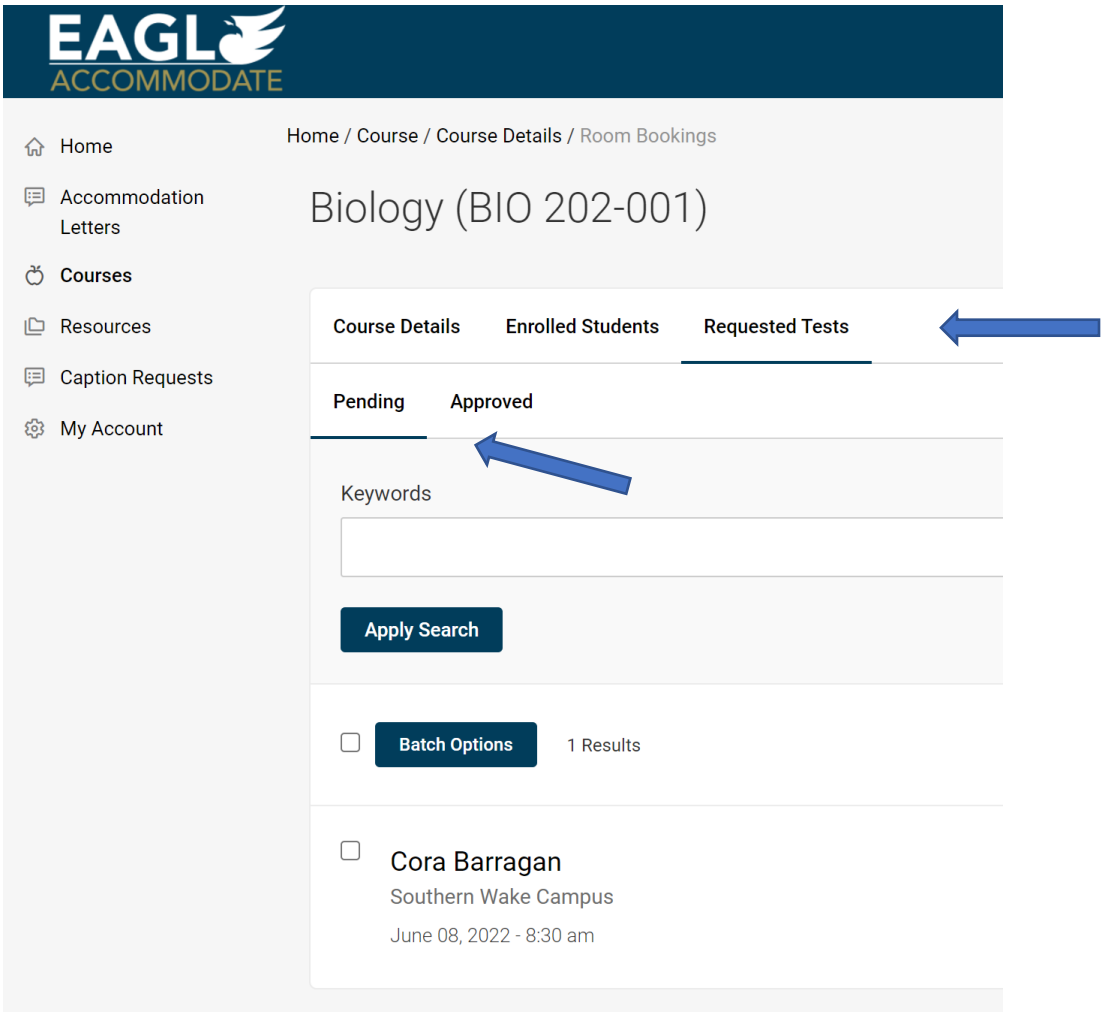
Requested Date & Time: 8:30 am on June 08, 2022

Please provide exam information by logging into Eagle Accommodate:
https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwaketech-accommodate.symplicity.com%2F%2Ffaculty&data=05%7C01%7Camragland%40waketech.edu%7C32b9d6f7681f499b55b608da43d7d395%7C16cc8ad984fe481db9b048e7758c41aa%7C0%7C0%7C637896891499357892%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZhajhoJFuPb%2FVti5R3Jn5QXMIORdGK6HM4bivHtEaos%3D&reserved=0

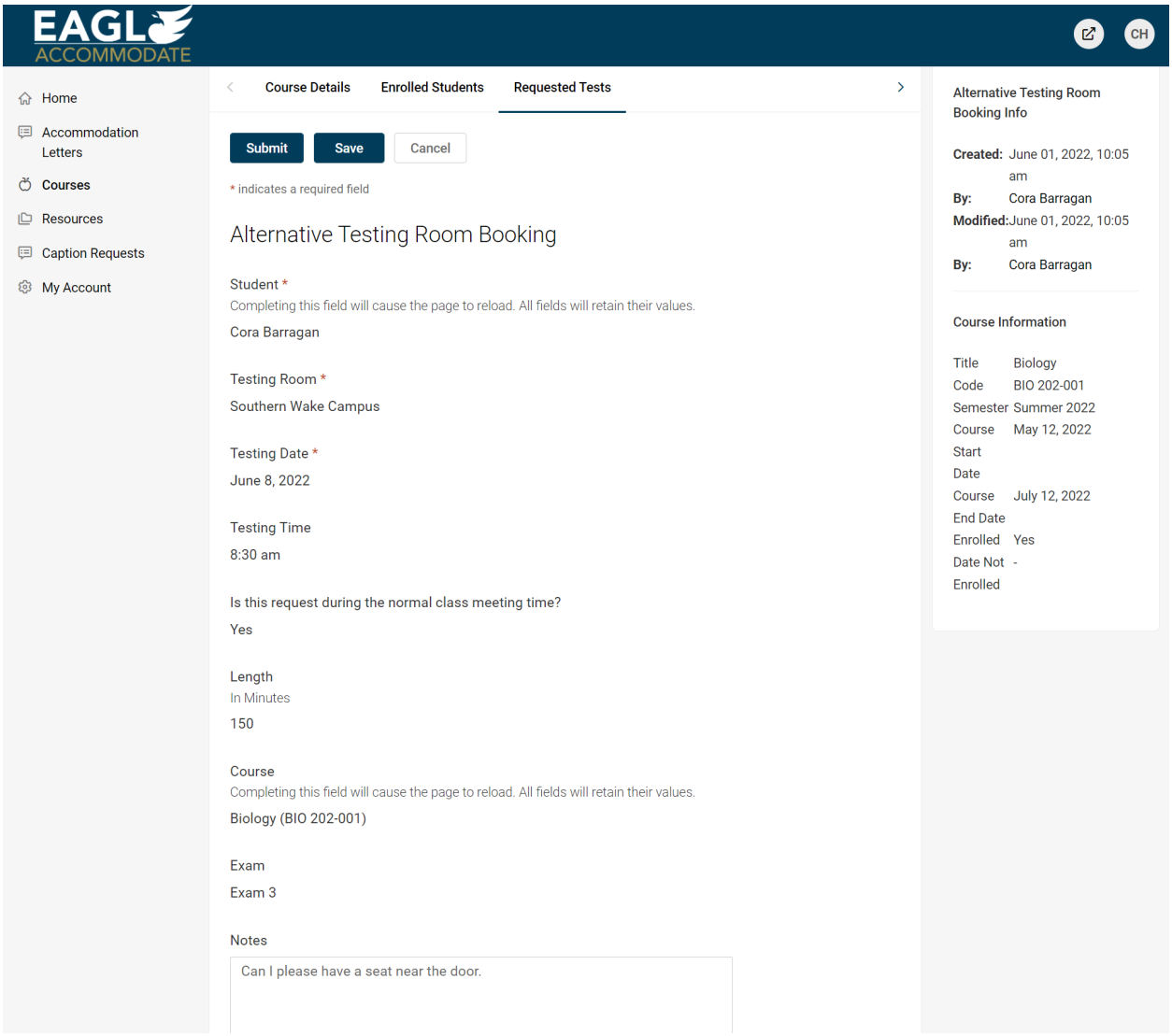
2. **Courses** – Once you are in the system, you will navigate to the Courses tab and select the appropriate course.



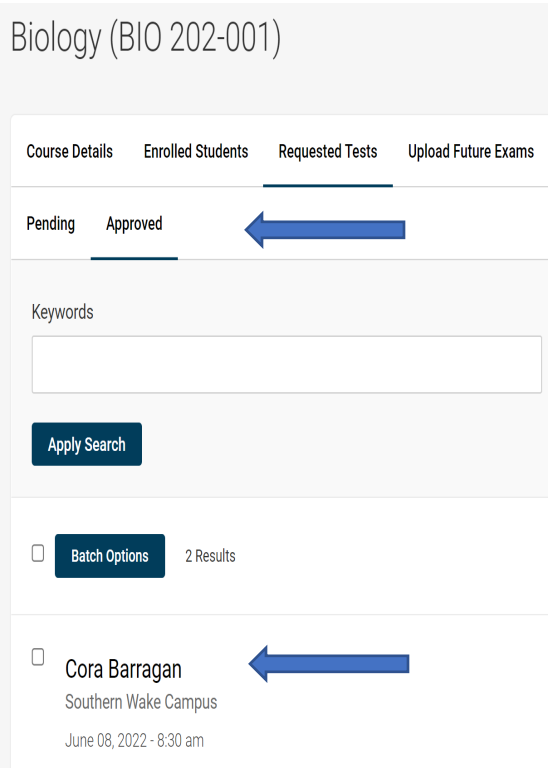
3. **Courses Dashboard** – The system will navigate you to the dashboard for the selected course. You will find the Requested Tests section and view the Pending request tab. Test requests in the pending tab mean that DSS has not yet approved the room availability.

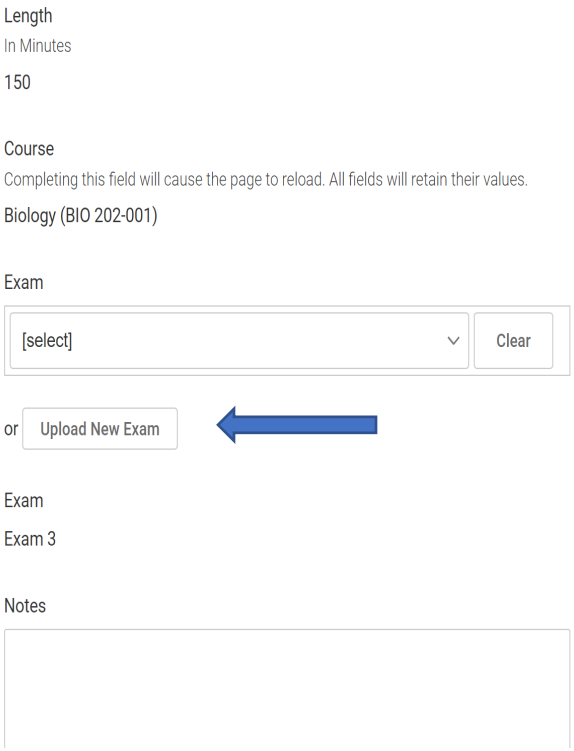


4. **Pending Tab** – If you select the student's name under pending, you will see all of the information entered in the test request.

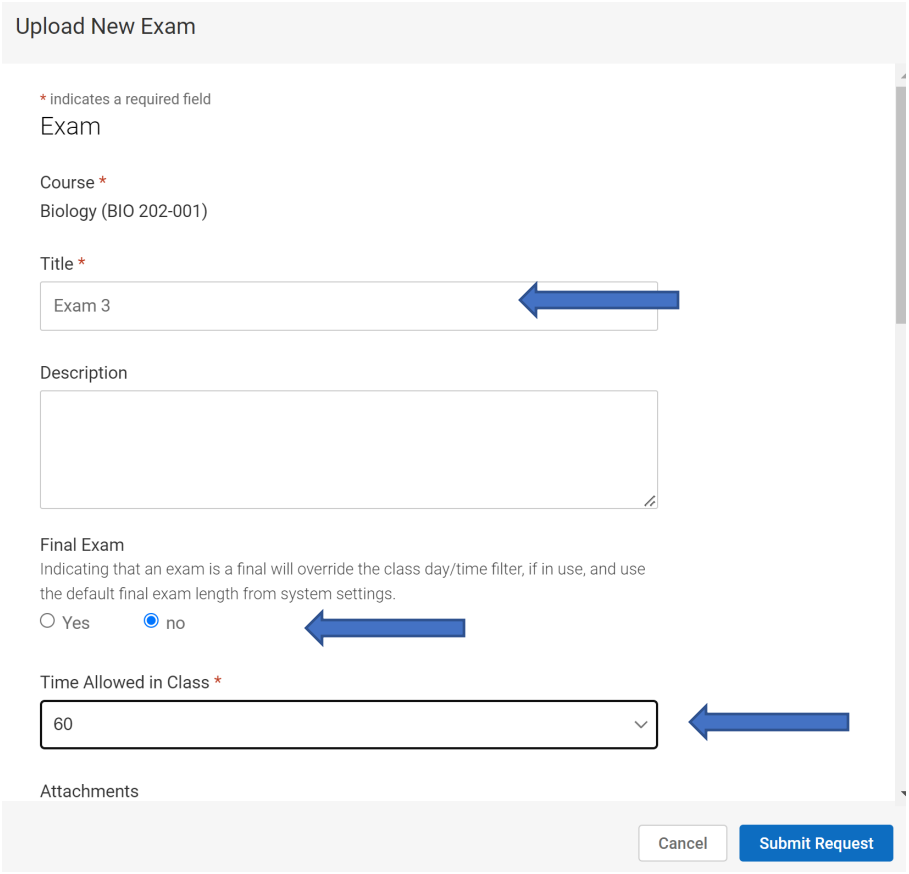


5. **Approved Tab & Upload New Exam** – Once DSS has confirmed the room availability, the test request will populate under the Approved tab. You will select the student's name and be redirected to Alternative Testing Room section. When you get there, scroll down until you see the section to Upload New Exam.

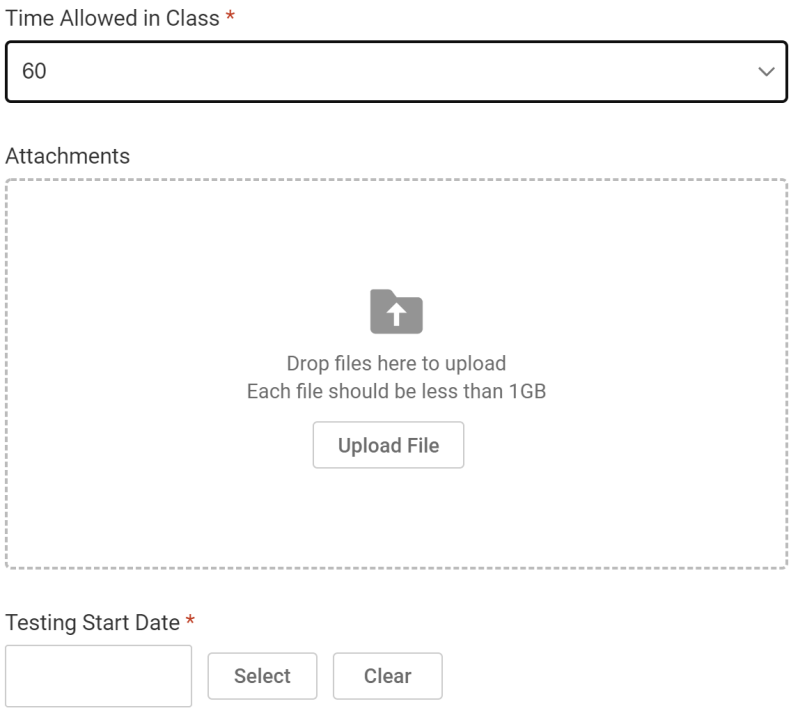




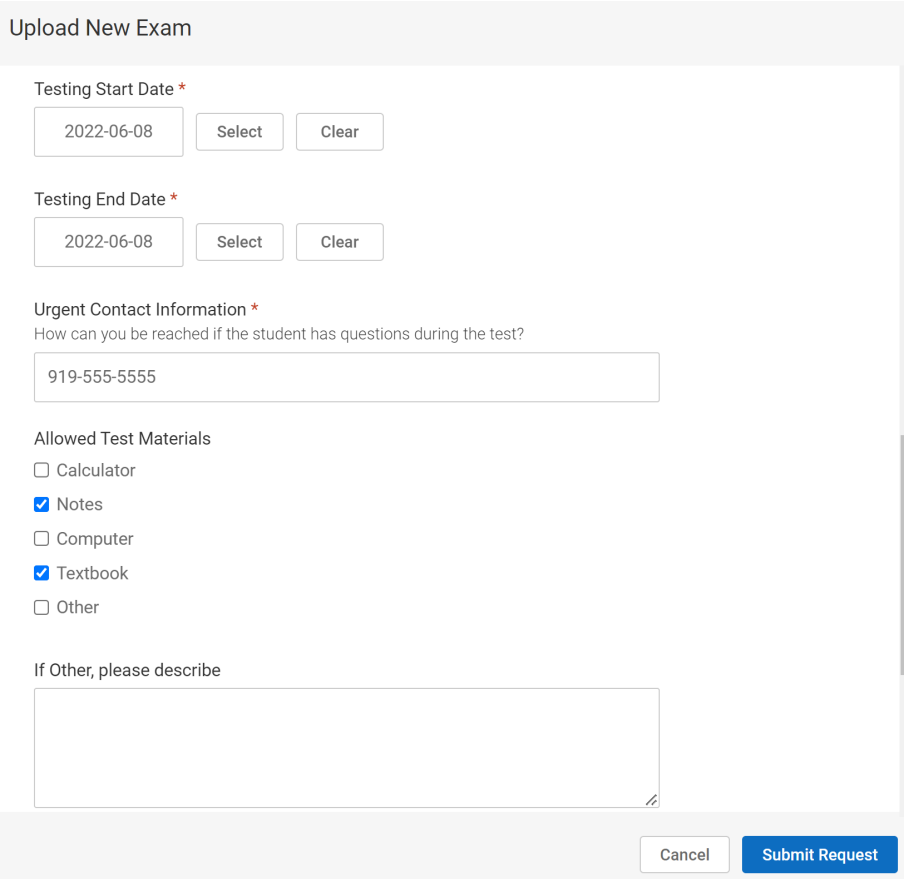
6. **Upload Exam Information** – Please create a title for the exam, mark whether it is a final and state how much time you are allowing the class to take the exam. DSS will handle adding any additional time needed due to a testing accommodation.



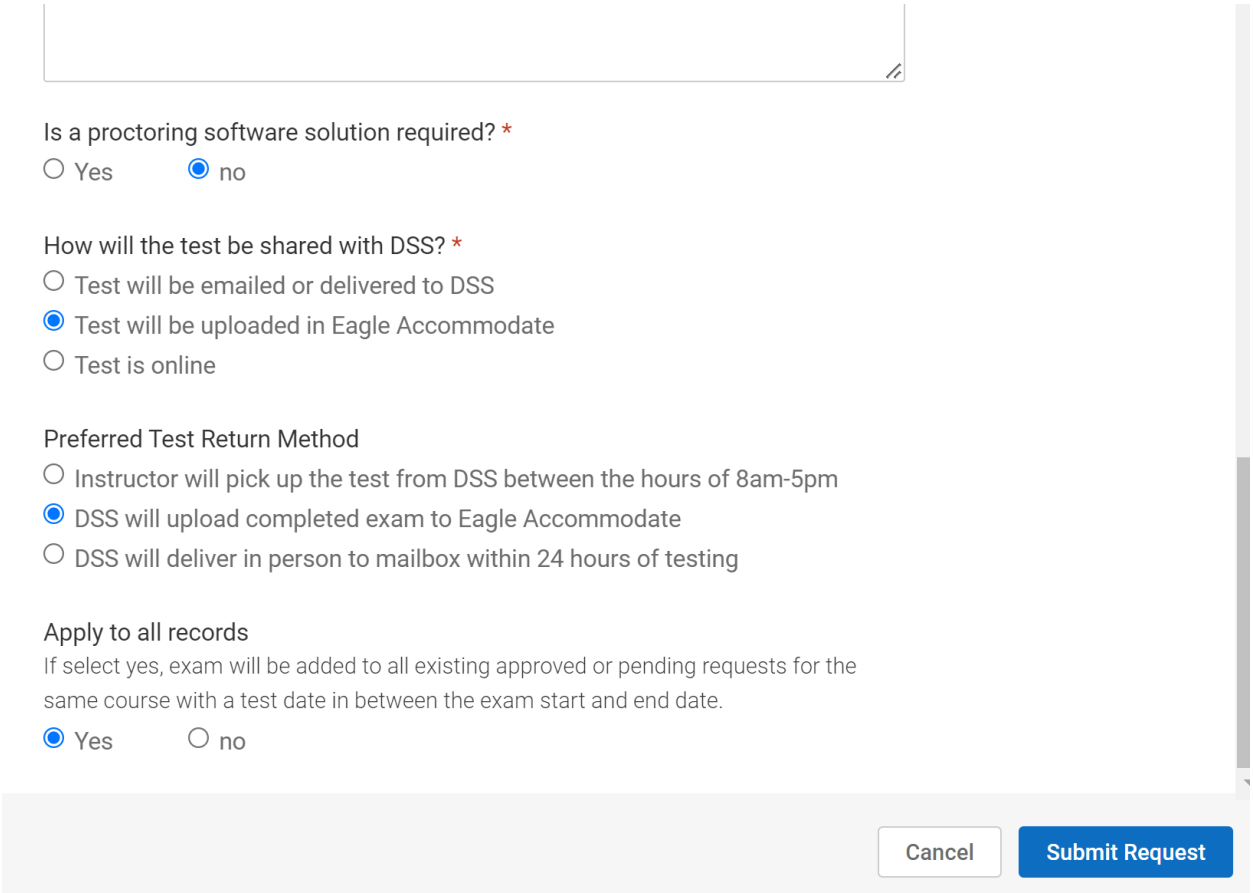
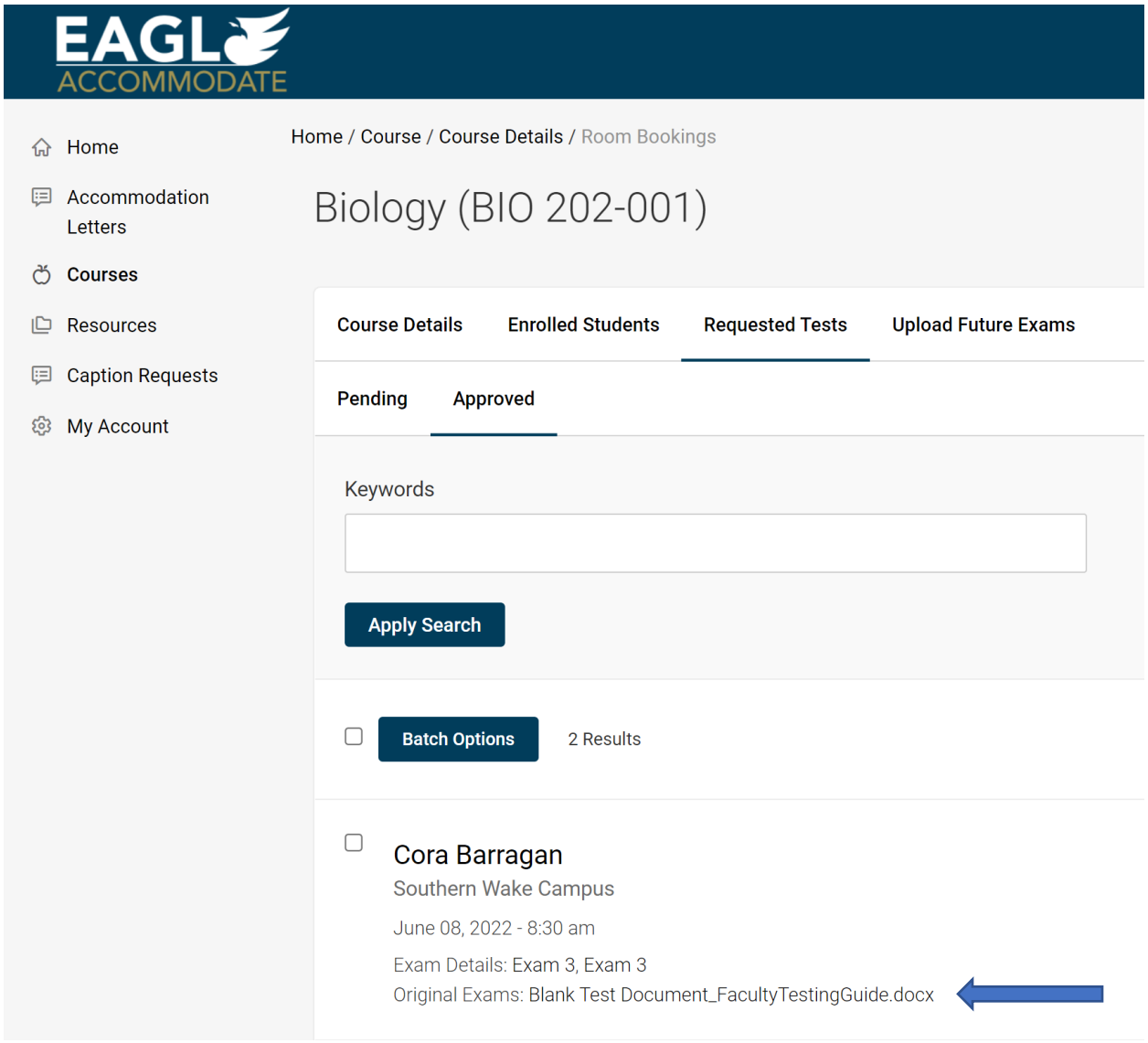
7. **Upload New Exam** – If you are ready to upload the exam, please attach it under the Time Allowed in Class section. Please note that this form can be submitted without the test, but you will need to come back and upload it as soon as possible.



8. **Exam Information Continued** – Please enter in the first date that the student can test and the last date. You will also need to provide us with a way to contact you during the test and let us know if any additional materials are allowed during testing.



9. **Proctoring Software Solution Information & Return exam** – If a proctoring solution is being used for the exam, please indicate which solution software you have selected for the class and if a lockdown browser is being used. Please note that if the student is scheduling to test in-person with DSS, you will need to turn off the proctoring solution for this student, since we will be proctoring live. For remote testing, please be aware that certain solutions may not work well with some assistive technology, and as an accommodation, we may need to switch to a different proctoring solution. You will also enter in your preferred test return method and whether this is the same test that all students will take in this class. If so, if you have other DSS students taking the exam in this class, this test can be applied to their request.



10. **Completed Exams** – To access completed exams, return to the Approved Tab under the Requested Tests section, and locate the student's name. The completed exam will show next to "Original Exam" (this name will change to Completed Exam soon). You will select the name of the file and it will automatically open the exam.