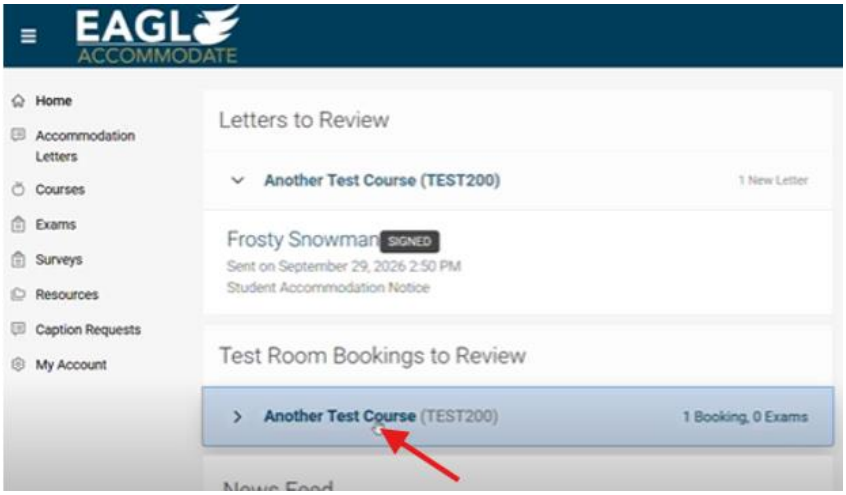
Faculty Testing Guide – Eagle Accommodate

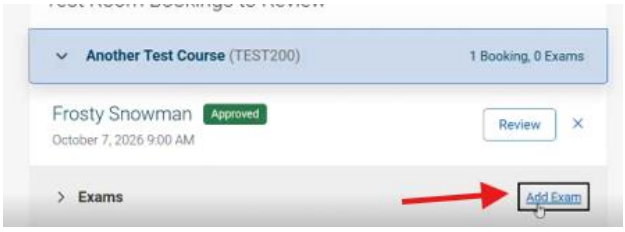
Submitting a Test in Eagle Accommodate

1. Instructors will receive an email from dssaccommodationreq@waketech.edu when a student submits a test request. This will show the student's name, course, and the date/time requested.
2. Access the Faculty Eagle Accommodate page here: https://waketech-accommodate.symplicity.com/faculty (opens in a new tab) (plain text: https://waketech-accommodate.symplicity.com/faculty)
3. If needed, sign in using your Wake Tech credentials
4. Click the course name under "Test Room Bookings to Review."



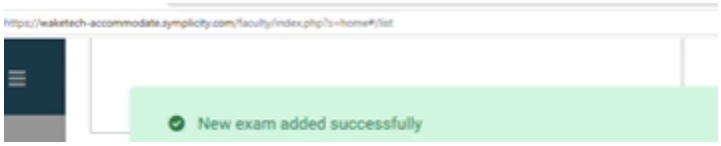
5. Click "Add Exam"

Note: Do NOT click on the student's name



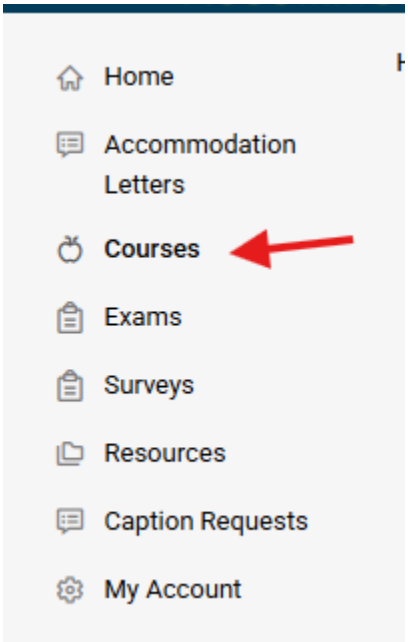
6. Fill out the form.
    a. Note: "Time in Class" is how much time typical students will receive. Do NOT calculate the time for the DSS student.
    b. Upload the test and any additional materials such as formula sheets in the "attachments" area

c. Be sure to enter a way to reach you during the test under “Urgent Contact Information.” Students will not see this.
d. Click “save.” A banner will appear stating “New exam added successfully.”

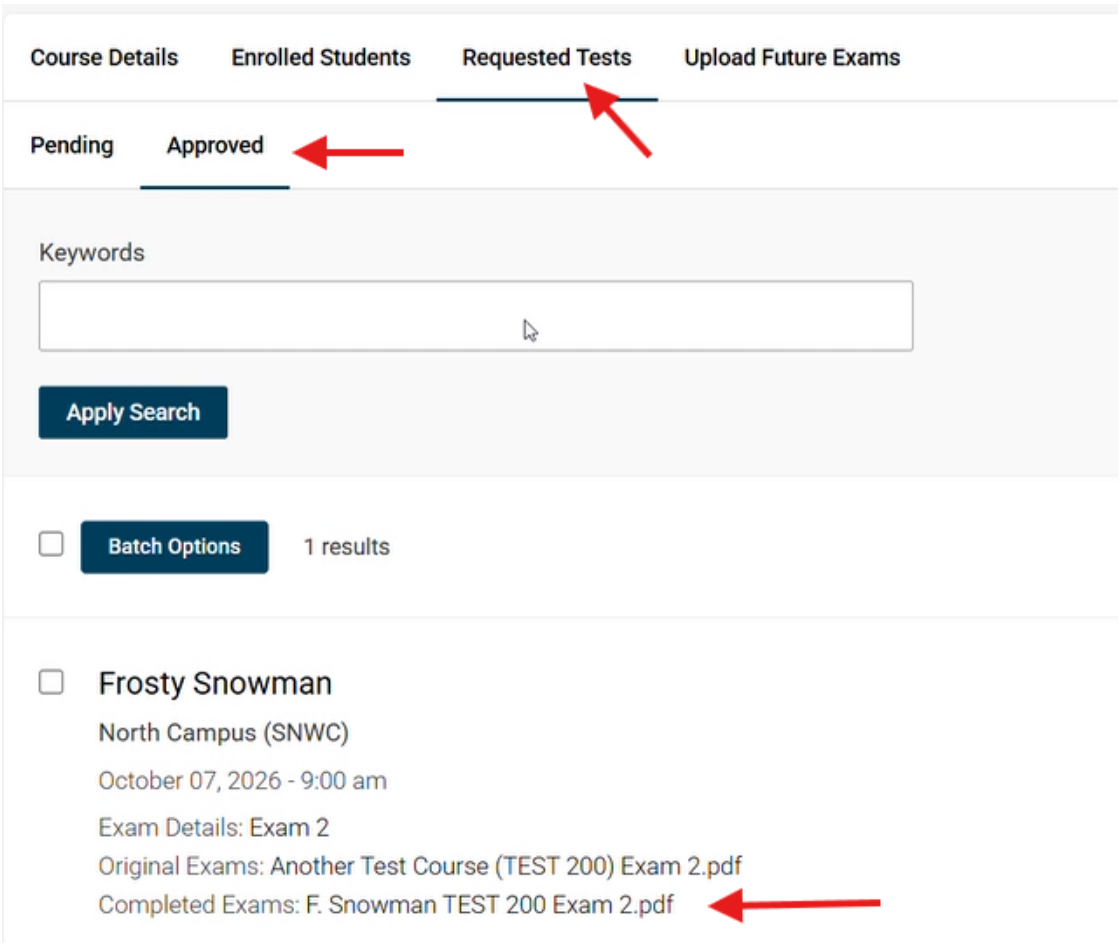


Retrieving a Test from Eagle Accommodate

1. Access the Faculty Eagle Accommodate page here: https://waketech-accommodate.symplicity.com/faculty (opens in a new tab) (plain text: https://waketech-accommodate.symplicity.com/faculty)
2. If needed, sign in using your Wake Tech credentials
3. Click “Courses” on the left side



4. Scroll down to see the courses you are teaching this semester.
5. Click the name of the course with the correct section number
6. Click “requested tests”
7. Click “approved”
8. Scroll to the name student whose test you want to view. Do NOT click the student’s name. Just under this, you will see “Completed Exams” with a link to a pdf. Click this link to retrieve the test.



If you have any questions or issues, please email dsstesting@waketech.edu or call (919) 866-5670)

Updated Fall 2026