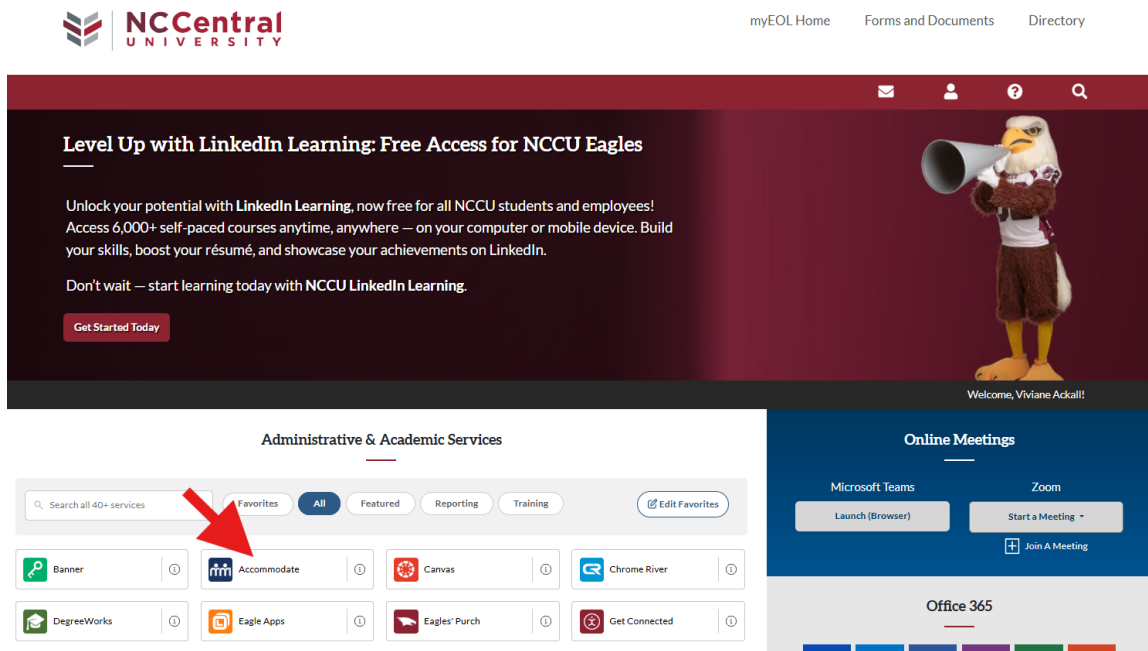


Dear Instructors,

When a student submits a testing appointment through Accommodate, faculty members must review the request and provide the exam and proctoring information. Please follow the instructions below.

Approve or Reject a Testing Appointment

1. Log in to your Accommodate faculty profile via [MyEOL](#) by choosing the Faculty option.



2. Locate **Test Room Bookings to Review** at the top of the home page.
3. Click on your Class
4. Click **Review** next to the appropriate testing appointment.

 Accommodate

Home

Accommodation Letters

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Test Room Bookings to Review

41359 UNIV 1100 CLAS 30 ()

1 Booking, 0 Exams

September 22, 2026 9:45 AM

Review

Exams

Add Exam

Manage attachments for the following exams

Add

Your feedback

5. Review the request and complete any required fields.

Alternative Testing Room Booking

Student *

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

[Redacted] X

[Redacted] Q

Testing Room *

SAC Testing Lab -In person Slot V

Testing Date *

2026-09-22 📅

Testing Time

09 : 45 AM

Length

In Minutes

75 V

Course

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

41359 UNIV 1100 CLAS 30 X

41359 UNIV 1100 CLAS 30 Q

6. Select **Yes** or **No** to authorize **Approve** or **Reject** the appointment. Please include an explanation in the NOTES section when rejecting a request.
7. If you make any changes, click **Save** before closing the form.

Notes

Attachment


Drop or **browse** files to upload

Testing Appointment Approved

Not selecting either Yes or No will be interpreted as approval.

☒ Yes ☐ No

Save

If the information does not reflect the original class date and time, please contact SAC, as the student may not have found availability at SAC for the same time/date the classroom is testing, due to the number of students testing and the limited slots available at the SAC Testing Center.

Add an Exam

1. Log in to your Accommodate faculty profile via [MyEOL](#) by choosing the Faculty option.

myEOL Home Forms and Documents Directory

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Online Meetings

Microsoft Teams Zoom

[Launch \(Browser\)](#) [Start a Meeting](#) [Join A Meeting](#)

Office 365

2. Click the **Add Exam** button.

Test Room Bookings to Review

41359 UNIV 1100 CLAS 30 () 1 Booking, 0 Exams

Approved [Review](#) X

September 22, 2026 9:45 AM

Exams [Add Exam](#)

Manage attachments for the following exams

[Add New Exam](#)

Your feedback is welcome.

3. Complete the exam form by entering the following information:

- **Student Name**
- **Faculty Name**
- **Original Test Length:** Enter the standard exam length in minutes. Accommodate will use this information when applying the student's approved extended-time accommodation.
- **Contact Information:** Explain how the Student Accessibility Services Center (SAC) can contact you if the student has a question during the exam.
- **Exam Title:** Enter the name of the exam, quiz, midterm, or final.
- **Final Exam:** Select **Yes** or **No**.
- **Makeup Exam:** Select **Yes** or **No**.

- **Original Exam Format:** Indicate whether the original exam is administered on paper or online.
 - **Open-Book Exam:** Select **Yes** or **No**.
 - **Approved Testing Materials:** List all materials the student may use, such as notes, a calculator, textbook, formula sheet, or other resources.
 - **Exam Delivery - Preferred Method:** Select how the testing office will receive or access the exam.
 - **Hand-Delivery Address:** If you select student hand delivery, provide the address where the completed exam should be delivered.
 - **Start Date:** Enter the first date on which the exam may be administered.
 - **End Date:** Enter the last date on which the exam may be administered.
 - **Apply to All Records:** Select the appropriate option if the exam information should apply to other related records.
4. Upload the exam file if it is available. If the exam will be conducted through an online system, include clear instructions.
 5. Add any necessary proctoring details, including:
 - Exam password or access code
 - Permitted websites or software
 - Break instructions
 - Special timing instructions
 - Procedures for questions during the exam
 - Instructions for returning the completed exam
 6. Review all information for accuracy.
 7. Click **Save** to add the exam. Information will not be recorded if the form is closed before it is saved.

Add New Exam

×

* indicates a required field

Exam Proctored By SAC or The Testing Center

LCI Student Accessibility Center (SAC) is pleased to assist NCCU faculty with proctoring tests, exams, and quizzes for students with approved testing accommodations. Please note that faculty are responsible for providing the exam materials, and SAC's role is to facilitate the proctoring process. SAC staff cannot answer students' questions about the exam content or clarify what materials are permitted in the testing room without explicit instructions from the professor. If you will not be available to address students' questions or concerns during the exam, please either provide an alternative person/contact who can address questions in your absence or consider scheduling the exam for a different time or date. Additionally, if you prefer to proctor the exam yourself, you are welcome to do so.

Student's Name *
First Name, Last Name

Faculty Name *
First Name, Last Name

How can SAC contact you during the exam if the student has a question? *
E.g., your cellphone number (we will not share this with the student), office number, and/or email address. If you are not available at this time, please add the alternative person of contact.

Cancel

Submit Request

Please refer to the attached **“Test: Add Exam” PDF** for an example of the exam information displayed in Accommodate. Approval of testing appointments and uploading exam information is to be completed two business days in advance of the approved SAC Testing Appointment on behalf of the instructor.

Complete and accurate instructions help SAC staff administer the exam according to your requirements and the student's approved accommodations.

If you need assistance, please contact SAC at sac@nccu.edu or by telephone at 919-530-635.

Thank you for your prompt attention and continued support of students receiving testing accommodations.

Sincerely,

LCI-Student Accessibility Center