



Confirming Tests in Accommodate

This guide walks you through the process of confirming tests in Accommodate, the Office of Accessibility Services' new data management system. There are two methods for confirming tests.

Log into Accommodate

Both methods begin by logging into Accommodate. You can do this by following these steps:

1. Navigate to the [My Bryant Portal](#).
2. From the **Quick Launch Menu**, select **"Accommodate."**
3. You'll be directed to your Accommodate dashboard.

Method 1: Confirming a Test via a Student Booking Request

When a student submits a booking request, you'll receive an email notification.

1. Open the booking request by selecting the course under **Test Room Bookings to Review** on your Accommodate home page.
2. Select the **Review** button next to the student's name whose test you wish to review.
3. Review the booking information submitted by the student and click the **"Upload"** button.
4. Complete the **Exam Cover Sheet**:
 - Include exam duration, materials allowed, and other details
5. Indicate how you want the hard copy of the exam returned:
 - Via Accommodate (secure upload)
 - Picked up in person
 - Emailed
6. Set the **Start and End dates** for the exam (You can apply the same settings/permissions to future bookings for the same test).
7. Click **"Save"** at the bottom of the page.
8. Return to the **Home page** or proceed to the next booking request.



Method 2: Preloading Exam Details in Advance

1. From your **dashboard**, click “**Courses.**”
2. Select the **course** for which you want to upload an exam.
3. Click “**Exam**” and then “**Add New Exam.**”
4. Fill out the **Exam Cover Sheet** (same details as for a booking request).
5. These details will automatically apply to any student who books that exam for the selected course within the established window.
6. You can **preload exams anytime during the semester** to reduce individual confirmations.

If you need assistance, please contact the Academic Testing Center at 401-232-6830 or academictestingctr@bryant.edu.