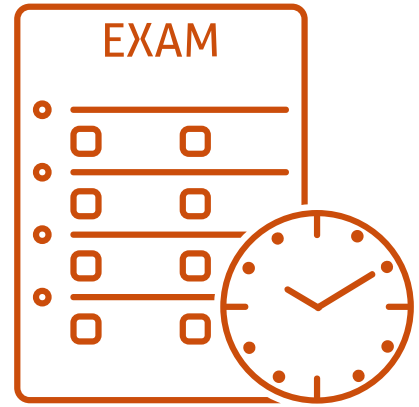


HOW TO REQUEST AN EXAM AT THE UNH TESTING CENTER



Requesting an Exam in Accommodate

Accommodate allows instructors to request exams in the UNH Testing Center right within their faculty portal. When an exam is requested, the Testing Center coordinator processes the request and looks to see if space is available.

Please keep in mind, not all requests can be met . The space is limited (there are 13 seats; 8-4:30; T-Hall G01), so the space is prioritized for students who have distraction reduced test accommodations and complex exam accommodations.

How to Request an Exam

Accommodate allows you to request an exam, as well as easily modify or edit your request. Requests should be made at least 5 business days prior to the start of the exam.

Once in the system, click:

1. Courses
2. Choose the appropriate course (you can filter courses or choose a semester)
3. Click "Exam"
4. Click "Add New Exam"
5. Complete the required fields on the form
6. Optional - if you already have your exam, you may upload the exam with your request

Login to get started: <https://unh-accommodate.symplicity.com/>