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Letters to Review

> **Intro To Potions (Test) (Potions 101)** 3 New Letters

Test Room Bookings to Review

> **Intro To Potions (Test) (Potions 101)** 1 Booking, 0 Exams

News Feed

There are currently no announcements or notifications to display.

Accessibility Services Management System

Begin on your faculty homepage in Accommodate. Here, there will be a list of “Test Room Bookings to Review” if a student has requested a test session.

Test Room Bookings to Review

▼ **Intro To Potions (Test) (Potions 101)** 1 Booking, 0 Exams

Luna Lovegood **Approved**

January 22, 2026 1:00 PM

Review ×

▼ **Exams** [Add Exam](#)

Manage attachments for the following exams

Under “Test Room Bookings to Review,” click the arrow next to the course title. This will display the name of the student who has requested a test session. Next, click “Review” to see the request.

* indicates a required field

Alternative Testing Room Booking

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

Testing Room
Testing Center

Testing Date
Jan 29, 2026

Testing Time
05:00 pm

Length
In Minutes
40

Course
Completing this field will cause the page to reload. All fields will retain their values.
Intro to Potions (test)

Selecting “Review” will bring you to this page, which provides the request details. Once you review the details to ensure the request is accurate, scroll to the bottom of the page to attach additional instructions and exam materials.

Intro to Potions (test)

Notes

Testing Appointment Approved
 Yes No

Exam*

Uploading an exam will close the booking form and open the exam form. Any changes to the booking will not be saved. Once the exam is created you can review the booking again and select the exam.

Upload

Save

At the bottom of the page, please add notes (if applicable) and choose whether you wish to approve or deny the request. Next, select “Upload” under the “Exam” section. **You will need to do this step even if you do not have documents to upload.**

* indicates a required field

Exam

Course *

Intro to Potions (test) (Potions 101)

Title *

Description

Final Exam

Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.

Yes No

Test Length *

Does this exam apply to all sections of this course?

Yes No

Apply to all records *

If select yes, exam will be added to all existing approved or pending requests for the same course with a test date in between the exam start and end date.

Yes No

Attachments

Only one file can be uploaded. If you need to send multiple files, select all files and create a compressed (ZIP) folder and upload


Drop or **browse** files to upload

Save

Cancel

Clicking "Upload" will bring you to this screen, where you can add details about the exam. **At the "Apply to All Records" field, please select "Yes."** This attaches the exam to the student request and simplifies the process.

Once you have added all necessary information, attach the documents (if applicable) in the drop box. If you are attaching multiple files, they may need to be added as a zip file. Scroll to the bottom of the page and select "Save."

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all files and



Return To Home

After clicking “Save,” you’ll need to select “Return to Home” at the bottom of the page. This will return you to the home screen.

****If you have not attached any files with the exam, you will see a notice that says, “Needs Attachment.” If your test doesn’t require paper materials, ignore this statement.****

If you have any further questions or technical difficulties, please contact the LEAD Center at lead@fairmontstate.edu and the proctor will respond when they are able.