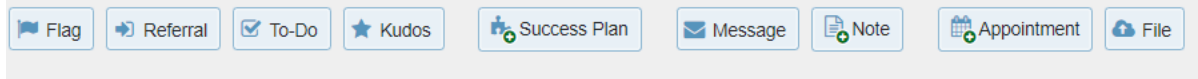**Login to Starfish via MyDrake.**

Instructors can create a TEST ACCOMMODATION REQUEST referral in Starfish.

Search the student's name and select "REFERRAL" from the menu.

⚑ Flag	➜ Referral	☑ To-Do	★ Kudos	🏠 Success Plan	✉ Message	📄 Note	📅 Appointment	☁ File

Select the Test Accommodation Request referral, which will enable students to schedule an exam time with Access & Success.

* Referral	Test Accommodation Request ▾
* Course Context	No Course ▾ ❓
Due Date	📅
Assignee ❓	⦿ Unassigned
	○ Me
	○ Other Provider
	▾

* Comment

1. Indicate the Exam Date - Use the "due date" to specify the last date the exam can be completed.

2. Identify Acceptable Test Dates - Provide a comment that includes the range of dates when the test can be taken.

3. Specify Exam Duration - Clearly state the amount of time allocated for the exam.
Additional time for accommodations will be arranged separately in coordination with the student.

4. Test Format Details - Indicate the format of the exam (e.g., paper exam, Blackboard, online platform, etc.).

🔒 **Student View:** The student can view this item and the notes entered above.

🔒 **Permissions:** People with the following roles may be able to see this tracking item if they have a relationship with the student(s):
- Academic Achievement
- COURSE
- Krabbe, Nikki

* Required fields   Never Mind   Save

The instructor, student, and Access & Success will receive a confirmation email. Within that email, students will be directed to schedule their test time via Starfish. As of now, all scheduling will be done with Nikki Krabbe, Student Support Coordinator: https://drake.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/28540/schedule

Additionally, students will receive a notification on their Starfish Dashboard.

🏴 Notifications (4)

REFERRAL
Test Accommodation Request
👤 Created by Laura Shell on 09-11-2024
📅 Due 09-21-2024
📖 FYS: THIS AMERICAN LIFE (FYS 024 Fall 2024)
ⓘ Please disregard this test - Laura Shell

Students with this referral will be able to view the available days and times. It will look something like this:

↑ **Schedule Appointment**

Nikki Krabbe
Academic Achievement, Student Disability Services

What day and time works for you?
The appointment times you see do not overlap with your already scheduled appointments.

09-11-2024 → 09-18-2024

← September 2024 →

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Filters
Session Type
All session types

Thursday, September 12   4 available

○ 9:00 am - 9:15 am 👥   15m   ○ 10:00 am - 10:15 am 👥   15m
Test Accommodation   Test Accommodation
Cowles Library   Cowles Library

PLEASE NOTE: This appointment shows as just 15 minutes, but the student's test time will be calculated according to their accommodations. Students should plan to arrive at their scheduled time to start the exam.

Once students arrive at Access & Success they will be asked to leave their personal belongings with our staff for the duration of their exam, including cell phones and any smart devices. This will be communicated directly with students in their appointment confirmation email.

Students without a referral will not have access to schedule. They will simply see Nikki's Starfish page, like this:

Nikki Krabbe

Academic Achievement, Student Disability Services

Contact

Send an email

Call (515) 271-2996

Services

Find a Faculty Member

After an exam is complete, Access & Success will clear the referral. Instructors and students will be notified if students do not complete their exam by the identified due date.