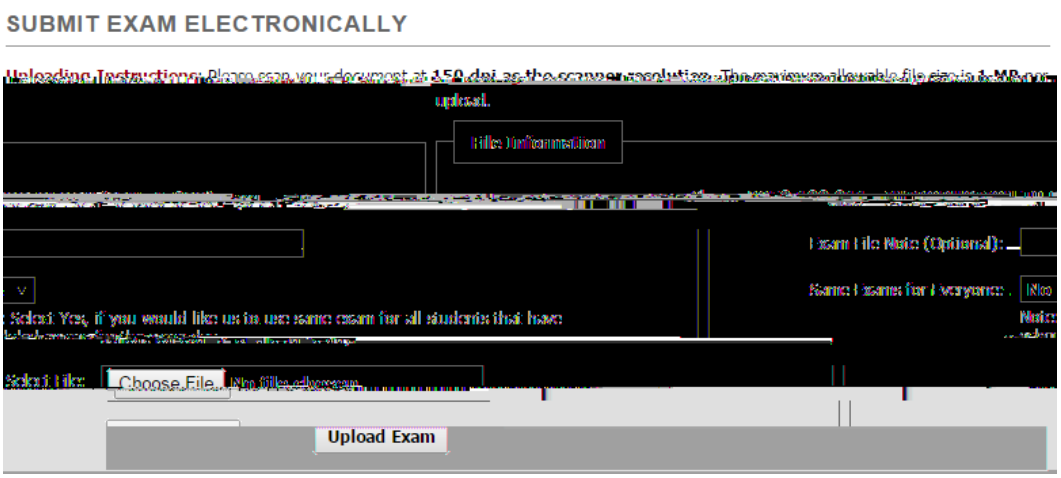
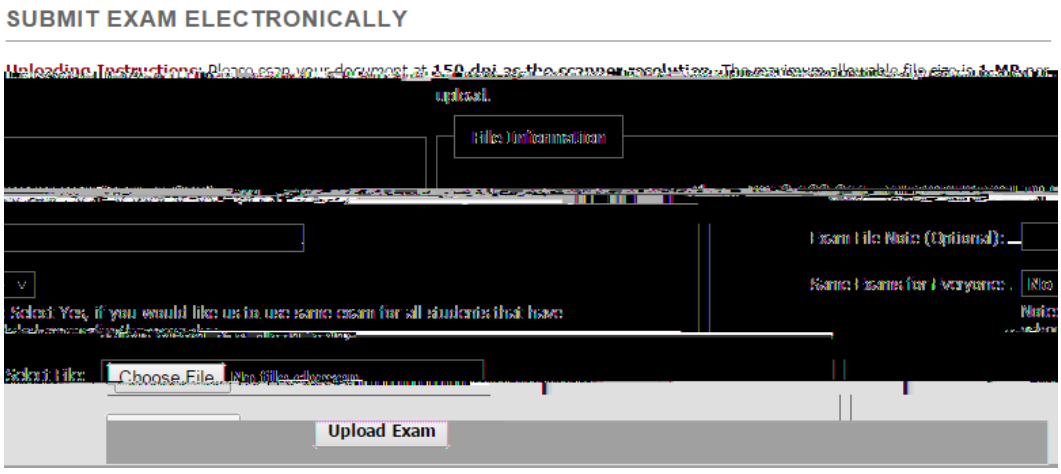
Office of Accessibility
Simmons 105

3. The screen below will appear when the link to upload an exam is selected.



4. Enter the file information for the exam:
   a. If necessary, add 'Exam File Note' in the available box.
   b. If you have more than one student in the class that is requesting accommodations for the same day, select 'Yes' to use the 'Same Exams for Everyone'.
   c. Choose file you wish to upload and select 'Upload Exam'.



5. Once the exam has been uploaded, you will see this message.

6. If you are uploading the On Campus Proctor Sheet as a separate document, follow the steps again starting at step 4. Please indicate in the 'Exam File Note' box that the document is the proctor sheet.

If you experience any problems uploading the exam or proctor sheet to STARS, please call our office at (330)972-7928.