

## **Student Accessibility Services (SAS)** **TEST CENTRE GUIDELINES**

### **Testing Accommodations**

- If you want to receive accommodations for any quizzes, tests, midterms and exams, students must register online through the SAS portal: [ontariotechu.ca/sasportal](https://ontariotechu.ca/sasportal) – your accommodations must be renewed for the current semester
- Please uncheck any accommodations you do not require for a specific test or exam
- If you are unable to write your quiz, test or midterm, cancel your SAS booking in the portal ASAP
- Test centre staff and invigilators are not able to authorize any accommodation changes without the approval of an SAS counsellor or manager

### **Institutional policies for quizzes, tests, midterms and final exams**

- Bring valid Student ID
- If you will miss your quiz, test, midterm or exam due to a medical or disability related reason, you'll need to have a Medical Statement Form completed and submit to the appropriate office
- Students may arrive up to 30 minutes after the scheduled class start time of a midterm and up to 1 hour for final exams. If you arrive late, no additional time will be added
- If your accommodated time is added prior to the class start time, you must remain and be supervised in the test centre and overlap the class start time by 30 minutes for midterms and 1 hour for final exams; this is to ensure the integrity of the midterm/exam

### **Test Centre policies and procedures**

- You must submit your booking at least 7 days prior to the scheduled quiz, test or midterm
- For final exams you must register by the published deadline which is typically 3 weeks prior to the start of the final exam period
- If you register past the deadline, you may not be accommodated. If accommodations cannot be arranged, the expectation is that you will write with the rest of your class
- Any quiz, test or midterm is to be written at the same time as the class. In the event of a conflict with your testing schedule due to accommodations, you need to contact the test centre: [sastestcentre@ontariotechu.ca](mailto:sastestcentre@ontariotechu.ca)
- For 8:00 am start times, accommodated time will be **added at the end**
- For 10:00pm **end** times, accommodated time will be **added at the beginning**
- For final exams, please arrive a minimum of 15 minutes prior to your start time
- For final exams at the North campus, please check the bulletin board outside of the East HUB in the student life building or the white board on the first floor of ERC to find your exam location.
- Final exams are scheduled by the registrar's office and the schedule is posted on MyCampus – \*Please note that your final exam may be scheduled at a different campus location than your lecture location.
- Students will only be permitted to use materials or resources that are specified by the Professor or that are part of their approved accommodations
- If your accommodations have expired, you will not be able to access the online Test Centre registration website. You will need to renew your accommodations online. If you are unable to renew your accommodations online, contact your SAS Counsellor

**Signing below indicates that you have read and understand these guidelines**

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_