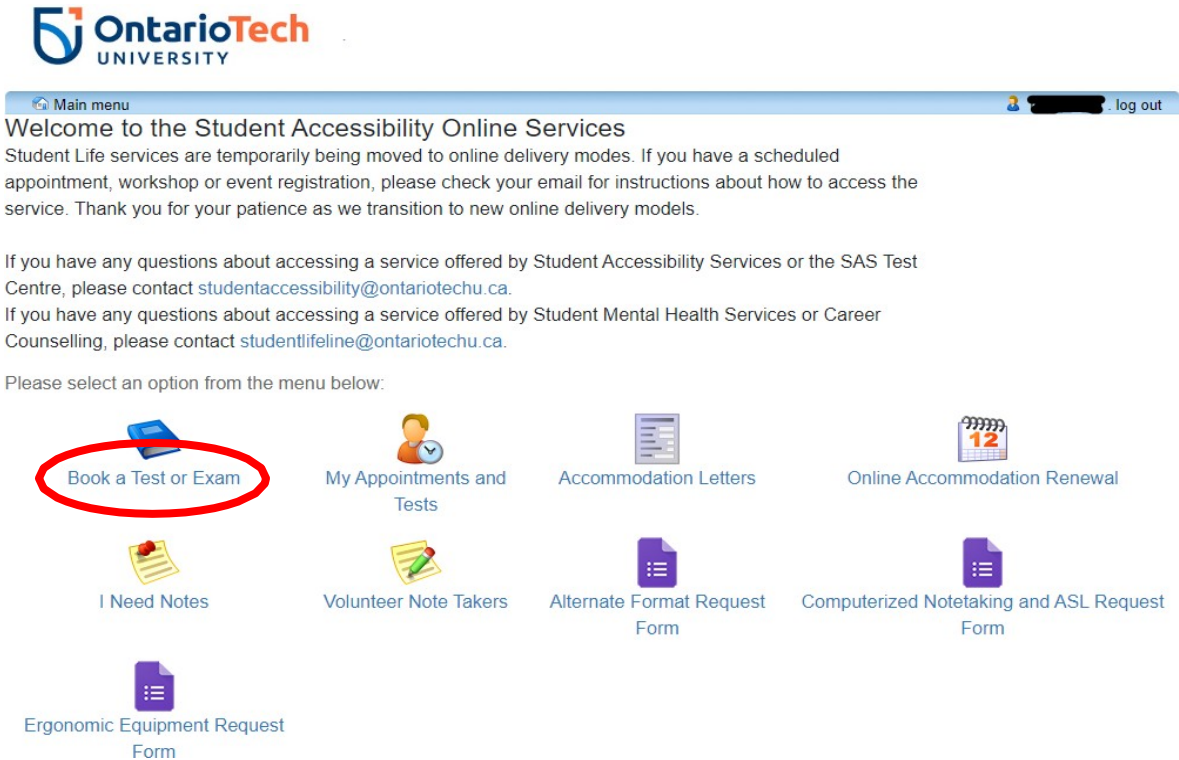


How to Book a Test, Midterm, or Quiz

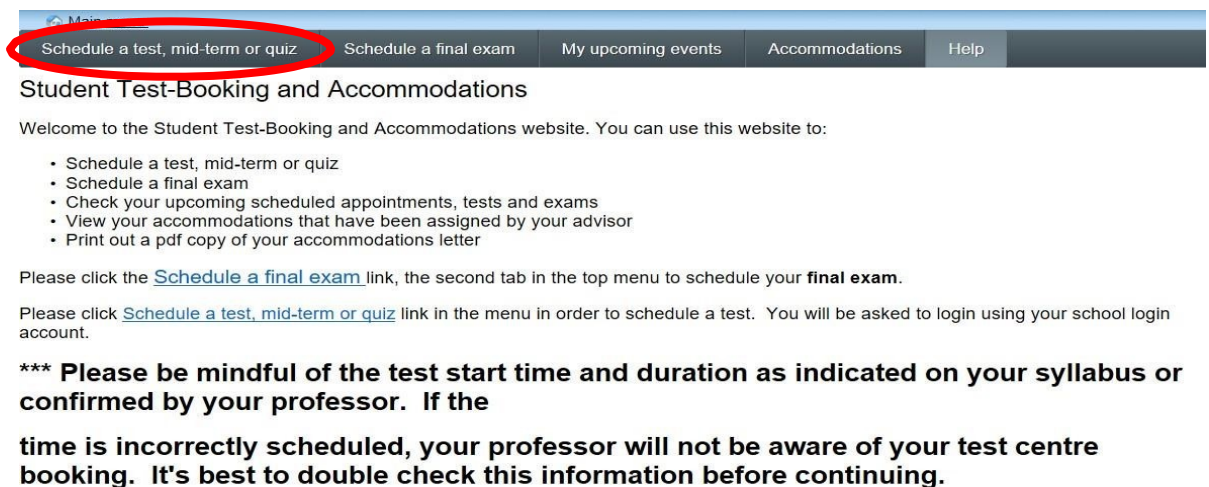
1. Go to the [Student Accessibility Services \(SAS\) Portal](#)

SAS Portal Website Link: ontariotechu.ca/sasportal

2. Click on “Book a Test or Exam”:



3. Click on “Schedule a test, mid-term, or quiz” option from the top menu bar:



4. Login using your network login information:

Username: Student Number (9 digits)

Password: Same as password used to login to Canvas

5. Please read 'Online Test Booking' information

<p>Welcome</p> <ul style="list-style-type: none">1. Select course2. Class test date and time3. Choose accommodations4. Select your test time5. Confirm and complete	<p>Online Test Booking</p> <p>Welcome to the Online Test Booking wizard. This wizard will guide you through the process of booking your test with us. You may stop this process at any time by clicking the 'Cancel' button at the bottom of each page.</p> <p>Please be aware that your professor will receive an email notification with the details of your test booking.</p> <p>You will need to have the following information handy in order to successfully book your test:</p> <ol style="list-style-type: none">1. The name of the course you want to book a test for, and the instructor's name and email address.2. The date, start time and duration of the test the class will be writing.3. You must book your test a minimum of seven (7) days before the class is writing to ensure space in the test centre with your accommodations. <p>Click the 'Next' button below to get started.</p>
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6. Click "Next"

7. Select the course you would like to schedule a test for from the dropdown menu

<p>Welcome</p> <ul style="list-style-type: none">1. Select course2. Class test date and time3. Choose accommodations4. Select your test time5. Confirm and complete	<p>1. Select course</p> <p>Please select the course you would like to schedule a test for from the list below.</p> <p>Course Info</p> <p>Course: <input type="text" value=""/></p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
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8. Click "Next"

ClockWork Online Student Access

9. Select the date of test by clicking on the calendar icon:

[Welcome](#)

[1. Select course](#)

2. Class test date and time

[3. Choose accommodations](#)


[4. Select your test time](#)


[5. Confirm and complete](#)



2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test: 

Time of class test: 
(eg. 9:30 am)

Class test duration:  (hours)  (minutes)

10. Select the start time of the class test

- a. Note: if your class is starting 10 minutes after the hours (e.g. 8:10 am or 3:40 pm), please schedule your test on the hour (e.g. 8:00 am or 3:30 pm)

11. Enter the duration of the test. Note: you must confirm the length of the test with your instructor, prior to booking the test.

12. Click “Next”

13. Select your accommodations required for the test. If you do not need a specific accommodation for this test, please uncheck the box beside that accommodation. By default, your accommodations will be checked off.

[Welcome](#)

[1. Select course](#)

[2. Class test date and time](#)

3. Choose accommodations

[4. Select your test time](#)

[5. Confirm and complete](#)

3. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor/advisor. ***** Please uncheck the accommodation(s) that you feel are not necessary for this test booking.

Available accommodations

* note: Only accommodations with a check will be used for your test booking.

Extra Time (1.75)

Distraction Reduced Area (Test Centre)

14. Click “Next”

15. Your test time may be adjusted if you have extra time as your accommodation or if it your test is outside of Test Centre hours.

16. Click “Next”

17. Confirm the details of your test booking. If you need to change any details, click on the ‘Previous’ button. Once you have verified that all the information is correct, check off the box (highlighted below)

18. Click “Finish”

19. You will receive a confirmation for your submission. This can take up to 2 minutes, so please be patient.

20. An email confirmation will be sent to your ontariotechu.net email. Make sure to record the date and time of your test.