

FINAL EXAM SIGN-UP INSTRUCTIONS

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

SAS Portal Website Link: ontariotechu.ca/sasportal

2. Click on “Book a Test or Exam”:



Main menu [User Profile] log out

Welcome to the Student Accessibility Online Services
Student Life services are temporarily being moved to online delivery modes. If you have a scheduled appointment, workshop or event registration, please check your email for instructions about how to access the service. Thank you for your patience as we transition to new online delivery models.

If you have any questions about accessing a service offered by Student Accessibility Services or the SAS Test Centre, please contact studentaccessibility@ontariotechu.ca.
If you have any questions about accessing a service offered by Student Mental Health Services or Career Counselling, please contact studentlifeline@ontariotechu.ca.

Please select an option from the menu below:

- Book a Test or Exam
- My Appointments and Tests
- Accommodation Letters
- Online Accommodation Renewal
- I Need Notes
- Volunteer Note Takers
- Alternate Format Request Form
- Computerized Notetaking and ASL Request Form
- Ergonomic Equipment Request Form



Main menu

- Schedule a test, mid-term or quiz
- My upcoming events
- Accommodations
- Help

WOULD YOU LIKE TO BOOK A TEST, MIDTERM OR QUIZ? PLEASE CLICK THE BUTTON BELOW:

BOOK A TEST, MIDTERM OR QUIZ

DID YOU MISS THE DEADLINE TO BOOK YOUR TEST? PLEASE CLICK THE BUTTON BELOW:

LATE TEST OR EXAM BOOKING REQUEST

WOULD YOU LIKE TO BOOK YOUR FINAL EXAM(S)? PLEASE CLICK THE BUTTON BELOW:

BOOK YOUR FINAL EXAM(S)

3. Login using your network login information:

Username: Student Number (9 digits)

Password: Same as password used to login to Canvas

4. Read the “Online Final Exam Booking” information:

ONLINE FINAL EXAM BOOKING

Welcome to the Online Final Exam Booking Wizard. This Wizard will guide you through the process of booking your final exam with us. You may stop this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your exam booking.

You will need to have the following information available in order to successfully book your exam(s):

1. The course code and name of the course you want to book a test for,
2. The date, start time and duration of the exam you will be writing,
3. **You must book your exam a minimum of fourteen (14) days before the class is writing to ensure that there is space in the Test Centre with your accommodations.**

Click the '**Next**' button below to get started.

Next Cancel

Student Accessibility Services
905.721.3266 | studentaccessibility@ontariotechu.ca

5. Click “Next”

6. For each exam you wish to write in the Test Centre, select the box in the first column:

1. Select course(s)

Please check the course(s) you would like to book an exam for in the list below.

Course	Final Date	Start time	End time
<input checked="" type="checkbox"/> CSCI Software Quality Assurance 3060U section 001 Lecture (202001) North : Michael Miljanovic CSCI Software Quality Assurance 3060U section 001 Lecture (202001) North : Michael Miljanovic	Thu Apr 9, 2020	7:00 PM	10:00 PM
<input checked="" type="checkbox"/> CSCI Computer Graphics & Visualizat 3090U section 001 Lecture (202001) North : Mark Green CSCI Computer Graphics & Visualizat 3090U section 001 Lecture (202001) North : Mark Green	Tue Apr 14, 2020	12:00 PM	3:00 PM
<input checked="" type="checkbox"/> CSCI Systems Programming 3310U section 006 Lecture (202001) North : Mark Green CSCI Systems Programming 3310U section 006 Lecture (202001) North : Mark Green	Thu Apr 16, 2020	8:00 AM	11:00 AM

Previous Next Cancel

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7. Click "Next"
8. Select the accommodation(s) for each exam by checking off the appropriate boxes:



Main menu log out

Welcome

1. Select course
- 2. Choose accommodations**
3. Confirm and complete

2. Choose accommodations

For each exam listed below, please check off the accommodation(s) that you feel are necessary.

CSCI Computer Graphics & Visualizat 3090U section 001 Lecture (202001) North : Mark Green

Please un-check the accommodations you do not require for this test:

- Breaks during test/exam
- Distraction Reduced Area (Test Centre)
- Extra Time (1.25)

CSCI Software Quality Assurance 3060U section 001 Lecture (202001) North : Michael Miljanovic

Please un-check the accommodations you do not require for this test:

- Breaks during test/exam
- Distraction Reduced Area (Test Centre)
- Extra Time (1.25)

CSCI Systems Programming 3310U section 006 Lecture (202001) North : Mark Green

Please un-check the accommodations you do not require for this test:

- Breaks during test/exam
- Distraction Reduced Area (Test Centre)
- Extra Time (1.25)

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9. 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, click on 'The information I am submitting is correct to the best of my knowledge' (highlighted below)



Main menu log out

Welcome

1. Select course
2. Choose accommodations
- 3. Confirm and complete**

*** NOTE: This exam is not booked yet! Click 'Finish' to submit your exam booking request.**

The following exam(s) will be booked:

Course	Final Date	Start time	End time
CSCI Software Quality Assurance 3060U section 001 Lecture (202001) North : Michael Miljanovic	Thu Apr 9, 2020	6:15 PM	10:00 PM
CSCI Computer Graphics & Visualizat 3090U section 001 Lecture (202001) North : Mark Green	Tue Apr 14, 2020	12:00 PM	3:45 PM
CSCI Systems Programming 3310U section 006 Lecture (202001) North : Mark Green	Thu Apr 16, 2020	8:00 AM	11:45 AM

The information I am submitting is correct to the best of my knowledge.

Student Accessibility Services

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10. Click "Finish"
11. You will receive a confirmation for your submission to your ontariotechu.net email. This can take several minutes, so please be patient. Be sure to record the date and time of your test.