



# Scheduling and Uploading Tests and Exams

1. Go to [Faculty Portal](#).
2. Click **Go to Schedule**.
3. Log in using your network login and password (not your Blackboard password).
4. Once you have logged in, click **Courses**. Under the options column, click **Tests & Exams** for the course that you are uploading for.
  - If there is already a date and time for your test or exam, click **Confirm/Edit**. Verify that the information is correct. If it is incorrect, you can modify the existing test date as your student(s) has entered the information incorrectly.
  - If there is no existing information, enter the date of your test or exam under the **Tell us about an upcoming test** and click **Add this test**.
5. Select the correct course and section from the dropdown menu. Check the **This is a final exam** box only if it is a final exam.
6. The date of the test should already be populated from the previous screen. If it is not, then enter it again.
7. Enter the time that the class will **start** the test or exam. The times are set at fifteen-minute intervals, so enter the time manually if the presets do not match your class test or exam time. Enter the end time for the class test or exam. This is the time you allocate for all students to write the test or exam. Extra time accommodations for students registered in the Test Centre is calculated based on this information. Click **Next**.
8. Review the students who have already scheduled tests or exams for this class (this may be blank depending on whether students have signed up or not yet). Once the test or exam information has been submitted, you will be able to check back to see if any additional students have signed up. You will also receive automated reminders via email seven days and two days before each test or exam date if you have not yet uploaded. Click **Next**.

## For more information:

**Call:** 905.721.8668 ext. 6286 (north), 905.721.8668 ext. 5692 (downtown)

**Email:** [sasexams@ontariotechu.ca](mailto:sasexams@ontariotechu.ca)

**Website:** [ontariotechu.ca/sasexams](http://ontariotechu.ca/sasexams)

**North location:** Student Life Building

**Downtown location:** 61 Charles Street Building





9. **Test information for Course/Section** – Check the appropriate boxes for the **Materials Authorized** and the **Test Format** and provide any additional information or instructions in the **Other Invigilation Instructions** This is our Invigilation Cover Sheet, which is automatically generated for each of your students and attached to the outside of their exam envelope.
10. **Confirm exam details for Course/Section** – Review the information provided on this screen to ensure that the details are correct.
  - If anything is incorrect, click **Previous** to correct.
  - If your test or exam is ready, upload it by following the instructions under **File upload**. This will go directly from your computer to our server and cannot be intercepted by an email sniffer. If your exam is not yet ready, you may upload it later through this same page.
  - You may print this information by clicking **Please print a copy for your records**.
11. Click Submit changes to submit the test or exam information.

## Revised Tests and Exams

The Test Centre Office understands that sometimes professors find errors or may make last-minute revisions to their tests or exams. If you have previously uploaded a test or exam, please **DO NOT** upload another copy. Most likely, the Test Centre Office has already printed and packaged for your student(s). If you have already uploaded a copy, please drop off hard copies to the Test Centre Office. The Test Centre Office will work with you to ensure the correct test or exam version is packaged. The Test Centre Office asks that faculty members remove and discard outdated tests and exams to help maintain test integrity.

## Uploading Multiple Documents

You can upload more than one document through the [Faculty Portal](#) for the Test Centre to print. Professors often have additional documents that complement their tests and exams (i.e., approved formula sheets, image libraries, cases and more). Please follow the same uploading instructions as you did for uploading your test or exam.

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