

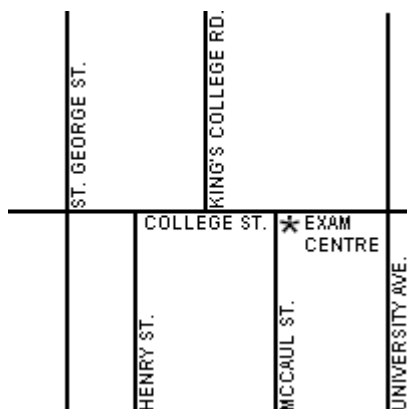
## ABOUT TEST AND EXAM SERVICES

### Overview

Our department coordinates test and exam accommodations for students with disabilities who are registered with Accessibility Services on the St. George Campus.

### Test/Exam Centre Location

When you write tests/exams with accommodations, in most cases, you will do so in Exam Room 340 in the University's Examination Centre, which is located at 255 McCaul Street.



### Student Drop-In Hours

You are invited to visit our administrative office, which is also located at 255 McCaul Street in Exam Room 340, during scheduled student drop-in hours.

*Mondays, Wednesdays, and Fridays*  
1:00 PM to 4:00 PM

*Tuesdays and Thursdays*  
9:00 AM – 12:00 PM

If you are unable to come in during drop-in hours, please feel free to e-mail or call!

### Questions? Contact Us!

[www.ace.utoronto.ca/tes/contact](http://www.ace.utoronto.ca/tes/contact)

## IMPORTANT DATES AND DEADLINES



### FALL SESSION 2014

#### Term Registration Deadline:

**14 Days' Notice** is required for accommodations for any test or exam held between September 2<sup>nd</sup> and December 3<sup>rd</sup>.

#### Exam Period Registration Deadline:

**SUNDAY, NOVEMBER 9, 2014**

November 9<sup>th</sup> is the deadline to register for accommodations for any test or exam scheduled between December 4<sup>th</sup> and December 19<sup>th</sup>.



### WINTER SESSION 2015

#### Term Registration Deadline:

**14 Days' Notice** is required for accommodations for any test or exam held between January 5<sup>th</sup> and April 7<sup>th</sup>.

#### Exam Period Registration Deadline:

**SUNDAY, MARCH 8, 2015**

March 8<sup>th</sup> is the deadline to register for accommodations for any test or exam scheduled between April 8<sup>th</sup> and April 30<sup>th</sup>.



### SUMMER SESSION 2015

#### Term Registration Deadline:

**14 Days' Notice** is required for accommodations for any test or exam held outside of the formal exam periods in June and August.

#### Exam Period Registration Deadline:

The June 2015 and August 2015 exam period dates and exam period registration deadlines will be posted on Test and Exam Services' website in May 2015:  
[www.ace.utoronto.ca/tes/deadlines](http://www.ace.utoronto.ca/tes/deadlines)

## TEST AND EXAM SERVICES

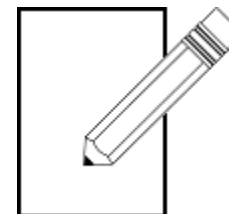
### **WRITING TESTS AND EXAMS WITH ACCOMMODATIONS 2014-2015**

Welcome to Test and Exam Services!

#### What you will find in this pamphlet:

- How to register to write tests and exams with accommodations
- What to expect when you write tests and exams with Test and Exam Services
- Important dates and deadlines

Please look through the information in this pamphlet **and also review Test and Exam Services' Student Guide**. The *Student Guide* outlines additional policies and procedures with which you should also be familiar.



### About Test and Exam Services

Test and Exam Services coordinates test and exam accommodations for students with disabilities who are registered with Accessibility Services on the St. George Campus. To be eligible to write tests and exams with Test and Exam Services, you must first be authorized for accommodations by Accessibility Services.

### Questions? Contact Us!

[www.ace.utoronto.ca/tes/contact](http://www.ace.utoronto.ca/tes/contact)

## HOW TO REGISTER TO WRITE TESTS AND EXAMS WITH ACCOMMODATIONS

### REGISTER ONLINE

[www.ace.utoronto.ca/tes/register](http://www.ace.utoronto.ca/tes/register)

#### Before You Log-In

Before you log-in, please ensure that you are meeting the registration deadline and that you have all of the following information ready:

- Your UTORID and password
- Your student number
- The course code and meeting section
- The regularly-scheduled test/exam date, time and duration\*
- The course instructor's name and e-mail address

\* Please remember to register for the date and time that your classmates will be writing the test/exam. We will apply your authorized extra writing time and/or reschedule your test/exam if required by your accommodations.

#### If You Encounter a Problem

There are some tests/exams for which you will find you are unable to register online. If you are having difficulty registering online, please see the list of exceptions and alternate registration instructions to the right.

#### Questions? Contact Us!

[www.ace.utoronto.ca/tes/contact](http://www.ace.utoronto.ca/tes/contact)

## REGISTRATION EXCEPTIONS

If your situation falls into one of the categories outlined below, you will find that you are unable to register online to write the test/exam with accommodations. Instead, submit a web registration form.

#### Submit a Web Registration Form instead of registering online if you are:

- ...submitting a late request for accommodations after the registration deadline.
- ...registering for accommodations for a deferred term test or final exam.
- ...registering for accommodations for a pop quiz.
- ...registering for a test/exam for a course that you are not enrolled in on ROSI. You will not be enrolled in the course on ROSI if:
  - you are on the course wait-list or are auditing the course
  - you need to write a qualification or comprehensive exam
  - you are an NCA student with the Faculty of Law
- You are registering for a graduate-level final exam or a final exam that is offered by any one of the departments and faculties listed here: Faculty of Dentistry, Faculty of Information Studies, Rotman School of Management MBA Program, Faculty of Medicine, Michener Institute, Faculty of Nursing, Faculty of Social Work

### WEB REGISTRATION FORM

[www.ace.utoronto.ca/tes/register](http://www.ace.utoronto.ca/tes/register)

## WHAT TO EXPECT ON THE DAY OF YOUR TEST OR EXAM

- You will receive an e-mail confirming the date, time, and location of your sitting of the test/exam one business day prior to the date during the term and two business days prior to the date during an exam period.
- Please review this e-mail carefully, as your sitting of the test/exam may be scheduled at a different time than your class' sitting of the test/exam.
- On the day of the test/exam, please check-in with the invigilator at the assigned test/exam location. Remember to bring your TCard!
- Please keep in mind that the Test/Exam Centre is a scent-free and nut-free space.
- You are encouraged to arrive 15 minutes early, and no later than the scheduled test/exam time in your e-mail notification, to ensure that you receive all of your authorized writing time. You will not be compensated for time lost due to late arrival.
- Before the test/exam, the invigilator will review your accommodations and the test/exam details with you, including the test/exam duration and authorized aids.
- The invigilator will show you to your assigned desk. Just as if you were writing the test/exam in the classroom, you may start writing only when told that your time has begun and you must stop writing when told that your time is up.
- During the test/exam, you are encouraged to bring any questions or concerns that you may have to the attention of the invigilator.
- After the test/exam, the invigilator will collect all of your test/exam materials. We will take care of forwarding your test/exam materials for marking.
- If you finish your test/exam before your class' test/exam writing time begins, you will be sequestered and supervised inside the Test/Exam Centre until 15 minutes after your class' test start time or 45 minutes after your class' exam start time.