



UNIVERSITY OF
TORONTO

ACCOMMODATED TESTING SERVICES
DOWNTOWN CAMPUS

STUDENT GUIDE

Writing Tests
and Exams with
Accommodations

2019-2020

Accommodated Testing Services (ATS)
Academic + Campus Events
University of Toronto, Downtown Campus

*In partnership with Accessibility Services
University of Toronto, Downtown Campus*

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INTRODUCTION

Accommodated Testing Services (ATS) is the University of Toronto department responsible for coordinating quiz, term test, and final exam accommodations for students with disabilities who are registered with Accessibility Services on the Downtown Campus, and have approved test/exam accommodations.

Accommodated Testing Services administers tests/exams to students with disabilities who are enrolled in any department, in any faculty, and in any level of study on the Downtown Campus.

Did you know?

During the 2018-2019 academic year, Accommodated Testing Services coordinated more than 21,000 accommodated test/exams for University of Toronto students.

Working cooperatively with Accessibility Services and the institution's faculty and staff, Accommodated Testing Services plays an important role in the University of Toronto's commitment to accessibility.

CONTACT ACCOMMODATED TESTING SERVICES



Website: ace.utoronto.ca/tes/



E-mail: tes.info@utoronto.ca



Telephone: 416-946-8584



Address: 255 McCaul Street, Exam Room 340

Administration Office Hours:

Monday-Friday

9:00 AM to 4:30 PM

Test and Exam Centre Hours:

Monday-Friday

8:00 AM to 10:30 PM

The Test and Exam Centre is open Saturdays from 8:00 AM to 10:30 PM during official exam periods.

IMPORTANT DATES AND DEADLINES

September 5, 2019
Fall 2019 Term Begins

14 days' notice is required to request accommodations for all evaluations scheduled between September 5th and December 4th

Monday, November 25, 2019

Deadline to register for accommodations for any evaluation scheduled during the December 2019 exam period (December 7-20, 2019)

Saturday, December 7, 2019

December 2019 exam period begins

January 6, 2020
Winter 2020 Term Begins

14 days' notice is required to request accommodations for all evaluations scheduled between January 6th and April 3rd

Monday, March 23, 2020

Deadline to register for accommodations for any evaluation scheduled during the April 2020 exam period (April 6-25)

Monday, April 6, 2020

April 2020 exam period begins

Summer Session 2020

Will be posted on the Test and Exam Services website in May 2020

REGISTER FOR TEST/EXAM ACCOMMODATIONS

For every test/exam you wish to write with accommodations, submit an online accommodation request form to Accommodated Testing Services. You must submit one accommodation request form (preferably in chronological order based on class test/exam date) for each assessment that you wish to write with accommodations.

Register Online:
www.ace.utoronto.ca/tes/register.html

Being registered with Accessibility Services DOES NOT automatically schedule you to write your tests/exams with accommodations. It is your responsibility to register for each test/exam you wish to write with accommodations.

Be advised that only written tests/exams are administered at ATS. Speak to your instructor/advisor directly regarding take-home tests, assignments and labs/practical tests.

ACCOMMODATIONS ARE NOT GUARANTEED TO LATE REGISTRANTS

CONFIRM TEST AND EXAM BOOKINGS

Registration Confirmation E-mail

When you successfully submit an online request for accommodations, you will receive an automated registration confirmation e-mail at your University-issued e-mail account within 10 minutes. If you do not receive this automated registration confirmation e-mail, it means your request may not have gone through. Make sure to:

1. Check your junk mail folder.
2. Check your "My Registration History" online
3. Assume that your request for accommodations did not submit successfully.
Try again.

"My Registration History" Online

To review all of the bookings you have made with Accommodated Testing Services, Go to clockwork.studentlife.utoronto.ca/custom/misc, and click on "My Registration History".

Note that "My Registration History" shows you the class test/exam date and time for each of your bookings. Your sitting of each evaluation may be held on a different date, at a different time, and/or for a different duration depending on your accommodation plan as approved by Accessibility Services.

CONFIRM TEST AND EXAM BOOKINGS

2-Day Test/Exam Notification E-mail

When you are booked to write a test/exam with accommodations, you will receive an automated notification e-mail two business days prior to your scheduled writing date reminding you of your test/exam date, start time and writing location.

It is **very important** that you read this notification e-mail. Students who write tests/exams with accommodations may do so on a different date or at a different time than the class, based on their individual accommodation plan. As well, assigned writing locations will vary.

Questions?

If you have any questions about accommodated test/exam bookings, please contact us.

E-mail: tes.info@utoronto.ca

Telephone: 416-946-8584

ACADEMIC CONFLICTS

If you have two tests or exams that are overlapping or scheduled at the same time, request accommodations for both tests/exams by registering with Accommodated Testing Services for each one, as you normally would. ATS will adjust your exam schedule to remedy the conflict and notify you of the details.

If your professor will be lecturing immediately before or after your quiz or test, they will need to let us know the lecture start time. When you make a request for a quiz or test, an email is sent to your professor to confirm the details of the evaluation. If your professor lets us know that you have a lecture in the class directly **after** the quiz or test, we will schedule the accommodated sitting of the quiz or test to allow for “travel time” to return to the classroom. If your professor is lecturing **before** the test/exam, you will need to request permission for a later start time than the class (i.e. 15 minutes) to allow for travel time from your class to our test site. It is a good idea to be in touch with your professor to let them know that this is something you may require.



AUTOMATIC TEST AND EXAM RESCHEDULING

End of Day

If you are registered to write with Accommodated Testing Services and your extra writing time and/or break accommodations cause your test/exam end time to be later than our test site closing time (10:30 PM), your test/exam will automatically be rescheduled to start at an earlier time to ensure that your end time is at or before closing time.

Earlier Start Time - Midterm Periods and Exam Periods

During busy times of the academic year, when there are significant increases in the number of requests for accommodated tests and exams, your test/exam sitting may be rescheduled up to one hour earlier than the class sitting if deemed necessary by Accommodated Testing Services.

Time Shifting Accommodations

If you have a time shifting accommodation, some or all of your test/exam dates and/or times may be automatically rescheduled to comply with the requirements of the accommodation. Automatic rescheduling of your tests and exams will happen in accordance with the established procedure. Please consult with your Advisor or ATS if you have questions about how you will be scheduled.

SEQUESTERING

Regardless of what time you complete a test/exam, you will be required to remain sequestered and supervised with Accommodated Testing Services until:

-15 minutes after the class' quiz or test start time

OR

-45 minutes after the class' exam start time.

If there are any special sequestering requirements based on your bookings with ATS, you will be notified in advance.

What can I do while I'm sequestered?

You CAN:

Study, read, write, stretch, rest, eat, and use the washroom.

You CANNOT:

Exit the test/exam location, communicate with other students, use or be in possession of any electronics such as a cell phone, laptop, tablet, MP3 player, smart watch, or any other electronic devices of any kind.

AFFIDAVITS

If your sitting of a test/exam begins before or after the regularly-scheduled class sitting, immediately prior to writing, you will be required to sign an affidavit that states the following: "I certify that I have not received any prior indication about the content of the test/exam, nor will I reveal the content of the test/exam to anyone until the regularly-scheduled class sitting of the test/exam has ended."

MAKE-UP TERM TESTS

If you miss the originally scheduled test sitting, contact the course instructor or course coordinator to discuss your options. Permission to write a make-up test is at the discretion of the course instructor or course coordinator.

If the course instructor or course coordinator approves you to write a make-up test, confirm a date and time that it is to be scheduled. If the course instructor or course coordinator do not have a preference about the date and time, choose a date and time that work for you. Request accommodations for the make-up test using the Accommodated Testing Services registration web page.

DEFERRED TERM TESTS

If you miss the originally scheduled test sitting and you will are not able to complete a make-up test during the term in which you are enrolled in the course, you need to file a petition to defer the test with your College Registrar (Faculty of Arts and Science) or Faculty Registrar (all other faculties). If your petition to defer the test is approved, the date and time that the deferred test is to be scheduled will be communicated to you by your Registrar. Request accommodations for the make-up test using the Accommodated Testing Services registration web page.

DEFERRED FINAL EXAMS

If you miss the originally scheduled exam sitting, you need to file a petition to defer the exam with your College Registrar (Faculty of Arts and Science) or Faculty Registrar (all other faculties). Note that filing a petition to defer an exam does not guarantee that a deferral will be granted.

If your petition to defer the exam is approved, the date and time that the deferred exam is to be scheduled will be communicated to you by your Registrar. If you wish to write your deferred final exam with accommodations, you are responsible for registering to write with ATS using the TAccommodated Testing Services registration web page. Please note that when registering, you will be required to provide a copy of the deferred exam schedule you received from the faculty.

LATE REGISTRATION

For a late registration to be considered, your Advisor needs to provide verification to Accommodated Testing Services.

LATE REQUESTS ARE NOT TO BE SUBMITTED DIRECTLY TO ACCOMMODATED TESTING SERVICES.

**ACCOMMODATIONS ARE NOT
GUARANTEED TO LATE REGISTRANTS**

If you miss the registration deadline, your options are:

1. Write with the class without your accommodations.
2. If it is a TERM TEST, ask course instructor to permit you to write a make-up term test at a later date, which you can then register to write with accommodations. Be aware that permission to write a make-up test is at the discretion of the course instructor.
3. If it is a Faculty FINAL EXAM - File a petition to defer the exam with your College Registrar (Faculty of Arts and Science) or Faculty Registrar (all other faculties). Filing a petition to defer an exam does not guarantee that a deferral will be granted. Note that the course instructor, the course coordinator, ATS staff, or Accessibility Services staff are not authorized to assign an alternate final exam date – rescheduling is only permitted if it is necessitated by your approved accommodations.
4. Connect with your Accessibility Advisor to discuss other options that might be available to you if you missed the accommodation registration deadline due to significant, extenuating disability-related circumstances (e.g. extended hospitalization).

WHAT TO EXPECT BEFORE YOU WRITE

Date, Time, and Location:

When you are booked to write a test/exam with accommodations, you will receive an automated notification e-mail **two days prior to your scheduled writing date** reminding you of your evaluation start time and writing location.

It is **very important** that you carefully read this notification. Students who write test/exams with accommodations may do so on a different date or at a different time than the class. As well, assigned writing locations will vary.

If you do not receive a confirmation email 2 days before your test/exam, check your “My Registration History” to ensure you registered to write the test/exam with accommodations. If you did register and did not receive an e-mail confirmation, contact **ATS immediately**.



WHAT TO EXPECT BEFORE YOU WRITE

Check-in:

Don't forget to bring your TCard!

Arrive at the assigned writing location **at least 15 minutes prior** to the test/exam start time assigned to you by Accommodated Testing Services.

Check-in with an Invigilator by submitting your TCard. Your official arrival time is the time at which you hand your TCard to the Invigilator. The Invigilator will maintain possession of your TCard for the duration of your test/exam.

Accommodated Testing Services does not compensate students for writing time lost due to late arrival. **TIME WILL BE DEDUCTED FROM YOUR ALLOTTED WRITING TIME** (not from your allotted break time if this is part of your accommodation plan). Depending on how late you are, you may not be permitted to write the test/exam.



WHAT TO EXPECT BEFORE YOU WRITE

Your Belongings

Place your belongings - including your cell phone and coat/jacket in the area designated by the invigilator. In EX340, lockers are available in the lobby, which the Invigilator locks. In other test locations, your items will be placed in a secure holding area during your exam. Remember: possession of a cell phone, smart watch, or other unauthorized electronic device during a test/exam is punishable under the University's Code of Behaviour on Academic Matters.

Cell phones are NOT permitted in the test site under any circumstances.

You may only bring into the test site any items needed to write the test/exam which are allowed by the professor/faculty. Any items that you bring into the location are subject to inspection by the Invigilator (e.g. pencil case, food, medications, containers, etc.).

If you are concerned about leaving an item in a locker, it is recommended that you do not bring the item to the test centre.

Accommodated Testing Services is not responsible for any lost or stolen items, or any items that may be left behind.



WHAT TO EXPECT BEFORE YOU WRITE

Sign-In procedure

The Invigilator will...

Call you in to the invigilator office when they are ready to sign you in.

Communicate the details of the test/exam, including your allotted writing time and permitted test/exam aids.

Review the details of your test and exam accommodation plan with you.

Ask that you sign your Test and Exam Administration Form confirming that you understand and agree to the accommodations.

Ask that you sign a Student Declaration confirming that you are not in possession of any unauthorized test/exam aids (such as notes) or unauthorized electronic devices (such as a cell phone or a smartwatch).

Inspect any items that you are permitted to have with you during the test/exam.

Escort you to your assigned writing space.

**REMINDER: CELL PHONES ARE NOT
PERMITTED IN THE TEST SITE UNDER
ANY CIRCUMSTANCES.**

WHAT TO EXPECT BEFORE YOU WRITE

Important Reminders

Invigilators and ATS office staff are not permitted to make changes to your test and exam accommodation plan in any way. If you feel your accommodation plan is not meeting your needs, contact your Accessibility Advisor at Accessibility Services to discuss your situation.

Accommodated Testing Services is NUT FREE AND SCENT-SENSITIVE. Refrain from wearing perfume, cologne, or other strong scents. Ensure that any food or body products are free of nuts or traces of nuts.



WHAT TO EXPECT WHILE YOU WRITE

Accommodations

During the writing of a test/exam, you will receive your accommodations as assigned by your Accessibility Advisor (unless you have been informed otherwise in advance because you missed the registration deadline).

Writing Time

The Invigilator will calculate and monitor your test/exam writing time, and will inform you when your official writing time begins.

You will receive:

- A warning approximately 10 minutes prior to the expiration of your writing time.
- A notice that your writing time has expired.

When your writing time has expired, you are expected to stop writing and hand in your test/exam materials. Refusal to do so is punishable under the University's Code of Behaviour on Academic Matters.

You are encouraged to monitor your own writing time throughout the test/exam and pace your writing accordingly. There are many clocks in the test centre, and if you are seated at a space with a computer, you will also be provided with a timer app to assist you with tracking your time.

WHAT TO EXPECT WHILE YOU WRITE

Break Time

If you wish to take a break (including washroom breaks) during your test/exam, you **must notify the Invigilator** upon beginning and upon ending the break.

If your accommodations include breaks "with stopped clock", any breaks that you take during a test/exam will not count against your writing time - provided you do not exceed your permitted maximum break time allotment (as defined by your Accessibility Advisor).

If you have breaks "without stopped clock" or you do not have breaks as a part of your accommodation plan, any breaks that you take during a test/exam will count as part of your writing time.

If your accommodations include stopped clock break time, under no circumstances can this break time be exchanged for writing time.

During your breaks:

You may not exit the test and exam location.

You must step away from the test/exam materials. You may not remain at your assigned desk nor take materials with you to the designated break area.

WHAT TO EXPECT WHILE YOU WRITE

Test and Exam Aids

A test/exam aid is an item that provides academic assistance during a test/exam. It is authorized by the course instructor or course coordinator for use by all students in the course (e.g. aid sheet, non-programmable calculator, etc).

When you write a test/exam with Accommodated Testing Services, you will be permitted to use the same test/exam aids as your classmates based on the information provided to Accommodated Testing Services.

Calculator Use During a Test/Exam

If your classmates are not allowed to use a calculator as a test/exam aid but you are accommodated by your Accessibility Advisor to use a calculator as an accommodation:

- You must follow the procedures outlined by your Accessibility Advisor and communicate with your course instructor/coordinator well in advance of each test date to obtain permission to the use the aid.
- The calculator must comply with the specifications outlined by the course instructor or course coordinator.



WHAT TO EXPECT WHILE YOU WRITE

Dictionary Use during a Test/exam

If your classmates are not allowed to use a dictionary as a test/exam aid but you are accommodated by your Accessibility Advisor to use a dictionary as an accommodation:

- You must follow the procedures outlined by your Accessibility Advisor and communicate with your course instructor/coordinator well in advance of each test date to obtain permission to the use the aid.
- Test and Exam Services will provide you with an English-language standard, spelling, or electronic dictionary to comply with the specifications outlined by the course instructor/coordinator.

If the course instructor or coordinator permits a language translation dictionary or other course-specific dictionary, bring your dictionary with you to the test/exam. Note that any items permitted into the test site are subject to inspection by an invigilator.

Atypical Situations

If an atypical situation arises during the test/exam, notify an Invigilator. For example, questions about your accommodations, noise or other distractions, technology malfunctions or illness.

WHAT TO EXPECT WHILE YOU WRITE

Questions for the Course Instructor

If you have a question about the test/exam, notify an Invigilator. The Invigilator will attempt to contact the course instructor, course coordinator, or teaching assistant.

If the Invigilator's attempt to reach the instructor, coordinator, or teaching assistant is unsuccessful:

- The fact that you had an unresolved question will be documented and sent back to your professor with your test/exam.
- Write your assumptions down on your test/exam paper to facilitate a discussion with your professor at a later date.



WHAT TO EXPECT WHILE YOU WRITE

Test or Exam Abandonment

If you abandon a **TERM TEST** partway through; whether the reason for abandonment is disability-related or illness, you will need to request a make-up sitting from the course instructor. Procedures for requesting a make-up term test apply to all students. Note that permission to write a make-up test is at the discretion of the course instructor or course coordinator.

If you abandon a **FINAL EXAM** partway through; whether the reason for abandonment is disability-related or illness, you will need to file a petition to request that the final exam be deferred to a later date. Faculty-specific procedures for filing a petition to defer a final exam apply to all students. Note that filing a petition to defer an exam does not guarantee that a deferral will be granted.

WHAT TO EXPECT AFTER YOU WRITE

Completing the Test/exam

All writing must occur between the announced start and the announced end of the test/exam.

At the conclusion of the test/exam, the Invigilator will inform you that your writing time is over. You must stop writing or typing immediately.

Extra time is NOT given for:

Writing your name and student number on the test/exam materials.

Contacting the course instructor for clarification.

Finishing up the last question.

Filling in your multiple choice answer sheet.

Editing your test/exam responses.

WHAT TO EXPECT AFTER YOU WRITE

Submitting Test and Exam Materials

The Invigilator will collect all of your test/exam materials, including: the test/exam question paper, used and unused booklets, multiple choice answer sheets, scrap paper, handwritten and/or typed responses (printed in the Invigilators' Office) and permitted aid sheets.

Students are not permitted to leave the test site with any materials related to the test/exam.

Submission Checklist

The Invigilator will account for the test/exam materials you have submitted to them on a Submission Checklist form.

You will be asked to review and sign the Submission Checklist to confirm that the items documented are, in fact, all of the materials you have submitted. Ensure you thoroughly review this checklist.

WHAT TO EXPECT AFTER YOU WRITE

Leaving the Test/Exam Location

The Invigilator will return your TCard to you and you are free to leave, unless sequestering is required.

You may not leave Accommodated Testing Services with any test/exam materials in your possession, even if allowed by your instructor.

Accommodated Testing Services does **not** accept assignments, papers or other documentation you may need to submit to your professor.

Delivering TERM TEST Materials to Course Instructors for Marking

Your test/exam will be sent back to the responsible academic unit through which the course is offered. ATS does not keep copies of your test materials.

Accommodated Testing Services employs a team of couriers who are responsible for delivering materials to the required location within 2-3 business days of the date that you wrote the test.

Delivering FINAL EXAM Materials for Marking

In the majority of cases, Accommodated Testing Services delivers your completed exam materials back to the department the following business day.

Inquiries about final exams should be directed to your instructor or Faculty Registrar.

BEHAVIOURAL CONDUCT

All students at the University of Toronto are required to be aware of, familiarize themselves with, and comply with the terms outlined in the University of Toronto's **Code of Behaviour on Academic Matters** and the **Code of Student Conduct**.

Review the Codes online:

www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf

www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjul012002.pdf

Violating the Code of Behaviour on Academic Matters or the Code of Student Conduct may result in consequences including, but not limited to:

A report written by Accommodated Testing Services' Invigilators and/or staff outlining the alleged violation.

The report(s) may be reviewed and any meeting(s) may be attended by any or all of the following: Accommodated Testing Services staff, Accessibility Services' staff (including Accessibility Advisors), University of Toronto staff and faculty (including registrarial staff and course representatives).

Additional steps may be taken by the University of Toronto including, but not limited to, investigation and/or imposed consequences at the discretion of the University.

You are expected to behave in a respectful manner toward and comply with instructions given by Invigilators. Verbal and physical abuse toward staff will not be tolerated.

ACADEMIC CONDUCT

During the writing of a test/exam with Accommodated Testing Services, you may only have in your possession materials and items expressly authorized by the Invigilator.

Unauthorized test/exam aids may include, but are not limited to cell phones, smartwatches, calculators, notes of any kind, electronic devices of any kind, communication with other students.

Possession of an unauthorized aid during a test/exam, even if you claim not to have used it, is an academic offense that carries a significant penalty.

When the Invigilator announces that the test/exam is over, you must stop writing or typing immediately. Failure to do so is considered an academic offense.

Quiz/test/exam materials are restricted and you may not keep any materials after the evaluation has concluded.

E-MAIL POLICY

Ensure that your e-mail address on ACORN and the one provided to Accessibility Services is your University-issued e-mail address (@mail.utoronto.ca) in accordance with the University of Toronto's "Policy on Official Correspondence with Students". Review the Policy online: www.acorn.utoronto.ca/policy.php. As a student at the University of Toronto, you are expected to monitor and retrieve the e-mail sent to your University-issued e-mail address on a frequent and consistent basis. Expect to receive important and sometimes time-sensitive correspondence about tests/exams from Accommodated Testing Services at your University-issued e-mail address.

CONFIDENTIALITY

Accommodated Testing Services regards all information about students as confidential. That said, Accommodated Testing Services is required to inform University of Toronto staff and faculty of the names, student numbers, and course enrollment information of students who write tests and exams with accommodations, on a need-to-know basis. Additionally, Accommodated Testing Services is required to inform University of Toronto staff and faculty of some specific accommodations on a need-to-know basis.