

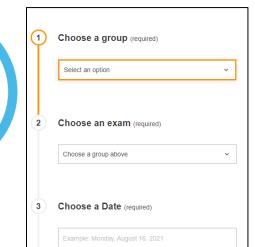
Testing Accommodation Process for Students Registered with Accessible Learning Services

- Students are to advise their faculty well in advance (at least 5 business days) of the assessment date via email identifying the accommodations they wish to use to write their test/exam, online via CourseLink.
- If student is required to write in person at Testing Services, they must book online via the Test Centre Booking System, ensuring they have discussed all exam details with the instructor (i.e. date, time, length of test/exam, etc).



Student





Instructor

- It is the instructor's responsibility to verify that the accommodations identified by the student match those listed on the Letter of Accommodation (recieved from the University of directly from the student).
- The instructor then works with the student to decide if they can write their test/exam online via Courselink or if they must write in person at Testing Services, based on their specific accommodations.

CONFIDENTIAL
ACCOMMODATION LETTER
Accommodation Letter

(T) HUMBER

Instructor

- If the student can write via CourseLink, the instructor will adjust the timing window in the course website's Special Access settings, to include the student's accommodated time allowance, as well as allow the use of any other standard accommodated items (i.e. calculator, memory aid, etc.)
- If the student must write at Testing Services, the instructor submits a copy of the test/exam online via the Online Test Submission Tool, and advises the student once this has been done. Pre-registration is required before a test can be submitted in the tool.



Testing Services

- Testing Services will email a copy of the student's completed exam for grading, to the email address the instructor used upon registering for the Online Test Submission Tool (i.e Guelph-Humber email).
- If necessary, Testing Services will print test materials submitted through the submission tool.





Special Access Type of Access Allow selected users special access to this guiz Allow only users with special access to see this quiz Add Users to Special Access

OR

Professor Sign In Manage and review submissions and activity.	
Email Address	
Password	•



Testing Services LRC2141 416-675-3111 ext. 4712