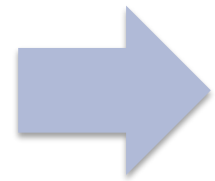


Testing Accommodation Process for Students Registered with Accessible Learning Services

Student

- 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).

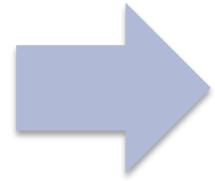


Instructor

- It is the instructor's responsibility to verify that the accommodations identified by the student match those listed on the Letter of Accommodation (received 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.

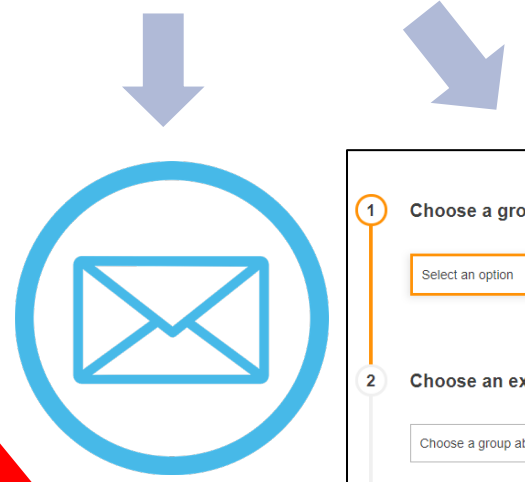
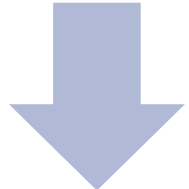
Instructor

- 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.



- Choose a group (required)**
Select an option
- Choose an exam (required)**
Choose a group above
- Choose a Date (required)**
Example: Monday, August 16, 2021

HUMBER CONFIDENTIAL ACCOMMODATION LETTER Accessible Learning Services

Date Issued: August 4, 2021 Valid Through: Fall 2021
RE: Student Name: Student # 111111

COURSE:
Humber Guelph Humber is committed to providing a flexible learning environment for all students with disabilities. Accessible Learning Services (ALS) works collaboratively with both students and faculty to make this commitment a reality.

ACCOMMODATION: You are advised to advise the name of the test and the accommodations you wish to use to write the test/exam. You may change how you write the test/exam at any time through the Test Centre Booking System. It is not the responsibility of the instructor to provide accommodations. You must provide the name of the test/exam and the accommodations you wish to use to write the test/exam. Faculty, please refer to contact the Accessibility Consultant indicated below if you have any questions, or if any of the accommodations listed here are not suitable for your student.

Accommodations for listed assessments, including tests, exams, and quizzes:

PLEASE NOTE: Used for the entire exam, all levels, access and questions will be administered remotely unless otherwise indicated by faculty.

If required to complete a test, exam or quiz on campus, please refer to the contact with Testing Services' current operational procedures and protocols for on-campus testing services.

Please contact your Accessibility Consultant as soon as possible if you have an assessment scheduled on campus and have any disability-related concerns regarding this.

Faculty are to advise the faculty and if a student is unable to complete the assessment due to a disability, they should contact the Accessibility Consultant to discuss the student's needs and to make test accommodations. Faculty are to make test accommodations. Faculty are to advise the student of the test/exam and the accommodations they wish to use to write the test/exam.

Location: Faculty Learning Resource Centre (LRC), 1st Floor, Room 2115
Location: Guelph-Humber Campus (GHC), 2nd Floor, Room 200, Guelph-Humber Campus

DATE ISSUED: 08/04/2021
Issued by: Accessibility Consultant
You are advised to advise the name of the test and the accommodations you wish to use to write the test/exam. You may change how you write the test/exam at any time through the Test Centre Booking System. It is not the responsibility of the instructor to provide accommodations. You must provide the name of the test/exam and the accommodations you wish to use to write the test/exam. Faculty, please refer to contact the Accessibility Consultant indicated below if you have any questions, or if any of the accommodations listed here are not suitable for your student.

CONTACT INFORMATION:
Accessibility Consultant
Faculty Learning Resource Centre (LRC), 1st Floor, Room 2115
Guelph-Humber Campus (GHC), 2nd Floor, Room 200, Guelph-Humber Campus

Additional Comments:
Thank you.

Accessible Learning Services Website: www.guelphhumber.ca/accessible-learning-services

Special Access

Type of Access

Allow selected users special access to this quiz

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

HUMBER

Testing Services
LRC2141
416-675-3111 ext. 4712

NEW!