

## Student Accessibility Services Students: How to book your quizzes, tests, midterms and exams online

1. Visit [www.nipissingu.ca/sas](http://www.nipissingu.ca/sas).

2. Under the 'Accessibility Services' sub menu, click on 'Forms'.

3. Below the 'Forms' sub menu, click on 'Academic Accommodations' and scroll down to where it says 'Testing Accommodations' click on the "+" Sign and Scroll down. Under the title 'Booking Your Test' Click on the 'Access Portal' link.  
(This will take you to our Student Test Booking and Accommodationd page)

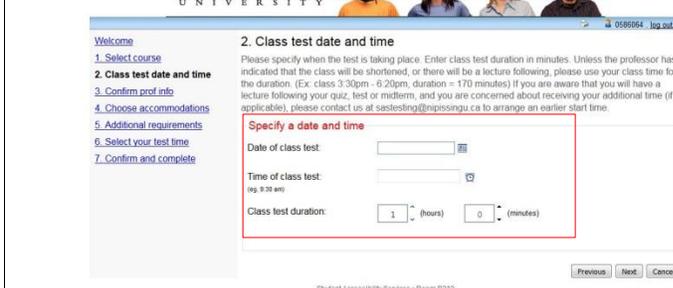
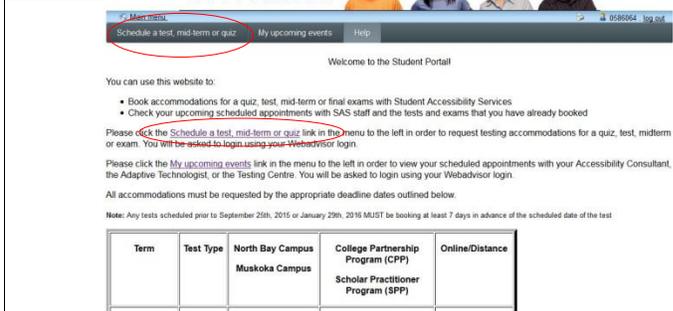
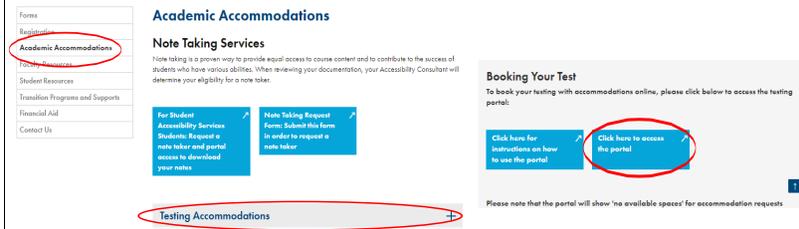
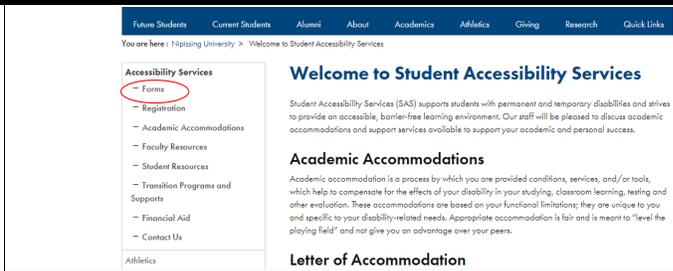
4. Click on the 'Schedule a test, mid-term or quiz' link.

5. Sign-in using your webadvisor username and password.

6. Read the Welcome page and click 'Next'.

7. From the drop-down menu, select the course you would like to book test accommodations for. Click 'Next'.

8. Specify the date, time, and duration that your class is scheduled to write the test/exam.. Click 'Next'.



9. Verify that the course, instructor, and instructor's email are correct.
  - a. If correct, click **'Next'**.
  - b. If course is incorrect, return to Step 7.
  - c. If instructor is incorrect, correct and click **'Next'**.

Welcome

1. Select course  
2. Class test date and time  
3. Confirm prof info  
4. Choose accommodations  
5. Additional requirements  
6. Select your test time  
7. Confirm and complete

### 3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

**Course Info**  
GEOG 4777 W001

**Instructor Info**  
You must enter the instructor email address in order to continue.

Instructor name: Daniel Walters (last name, first initial)  
Instructor email: danw@nipissingu.ca

Previous | Next | Cancel

10. Select only the accommodations you require for the test you are requesting by **checking** the box beside the accommodation.

When you have selected **all** of your necessary accommodations, click **'Next'**.

Welcome

1. Select course  
2. Class test date and time  
3. Confirm prof info  
4. Choose accommodations  
5. Additional requirements  
6. Select your test time  
7. Confirm and complete

### 4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your Accessibility Consultant. Please check off only those accommodation(s) that you feel will be necessary for this quiz/test/midterm/final exam.

**Available accommodations**

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Accommodations

11. Fill in the appropriate additional information. (This will ensure we book your test according to your needs.)  
Click **'Next'**.

Welcome

1. Select course  
2. Class test date and time  
3. Confirm prof info  
4. Choose accommodations  
5. Additional requirements  
6. Select your test time  
7. Confirm and complete

### 5. Additional requirements

Please fill in the appropriate information below:

\* Q1: Is this request for an online/distance course?  
\* Q2: What type of test is this? (Please try to be as accurate as possible)  
\* Q3: Does this request conflict with any of your disability related accommodations (NOTE: the accommodations must be listed on your approved list of accommodations - see step 4)

12. Select the test time you would most prefer from the list (a green circle will appear beside the selected time).  
Click **'Next'**.

Welcome

1. Select course  
2. Class test date and time  
3. Confirm prof info  
4. Choose accommodations  
5. Additional requirements  
6. Select your test time  
7. Confirm and complete

### 6. Select your test time

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at (705) 474-3450 ext 4331 or ext. 4633.

**Available dates & times**

Note: If none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.

⊛ Thursday February 18, 1:30 PM to 2:30 PM

A spot was found for you to write your test; please click the "Next" button below to continue scheduling your test.

Previous | Next | Cancel

Student Accessibility Services • Room B210  
Nipissing University • 100 College Drive, Box 5002, North Bay, ON P1B 8L7 • (705) 474-3450 ext. 4331  
#askfor@sastesting.ca

13. Verify that **all** of the information is correct for the test you are requesting accommodations for.
  - a. If any is incorrect, go back and correct the information.
  - b. If **all** of the information is correct, click the box beside **'I acknowledge that the information I am submitting is correct to the best of my knowledge.'** (A **green** check mark will appear)
  - c. Click **'Finish'**.  
**NOTE:** Your test is not booked until you click "Finish".

Welcome

1. Select course  
2. Class test date and time  
3. Confirm prof info  
4. Choose accommodations  
5. Additional requirements  
6. Select your test time  
7. Confirm and complete

### 7. Confirm and complete

This test is not scheduled yet! Click "Finish" to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

**Your tentative test information**

**Tentative test date and time**  
Thu Feb 18, 2016, 1:30 PM to 2:30 PM (1 h)  
**Course information**  
GEOG 4777 W001

**Instructor**  
Daniel Walters, danw@nipissingu.ca

**Class test date / time**  
Thu Feb 18, 2016 1:30 PM (60 minutes)  
**\*Note: this is not your accommodated writing time**

**Accommodations required**  
Grammar Check

**Additional requirements:**

Q1: Is this request for an online/distance course? No  
Q2: What type of test is this? (Please try to be as accurate as possible) Test  
Q3: Does this request conflict with any of your disability related accommodations (NOTE: the accommodation must be listed on your approved list of accommodations - see step 4) Yes, I need to complete my test/midterm/exam at a different time of the day as outlined in my accommodations.

I acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous | Finish | Cancel

14. You have completed the online booking. An email will be sent to you and your professor, regarding your request.

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**Thank you for your submission.**

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If you require any assistance please contact the Student Accessibility Officers by email at [sastesting@nipissingu.ca](mailto:sastesting@nipissingu.ca), or by telephone at 705.474.3450, ext. 4331/ext. 4633.