

How to use the Accessibility Services Student Web Portal to: REQUEST ACCOMMODATIONS FOR AN UPCOMING TEST/EXAM (prior to [our advertised booking deadlines](#))

IMPORTANT: Before proceeding, please make sure you have first used the “1. Request Accommodations” module of the portal to submit a request for course-specific accommodations in the course that needs a test/exam booking request. If you have not already done this for a course, that course will not be available to select from when you use the “2. Schedule a Test/Exam” module.

STEP 1

Using an internet browser, go to [the student web portal](#).

STEP 2



STEP 3

You will be directed to the “Student Accommodations and Test Bookings” Help page. Please read this information if it is your first time using the web portal for this type of request, or if you experience issues using this section of the portal.

STEP 4

Follow the link in the instructions or select “Schedule a test, midterm or quiz” from the toolbar at the top of the page.



THE UNIVERSITY OF WINNIPEG

Main menu

Schedule a test, mid-term or quiz My upcoming events Help

Welcome to The University of Winnipeg Accessibility Services (AS) Student Accommodations and Test-Booking web portal. You can use this portal to:

STEP 5

You will be directed to a sign-in page, which will need [your WebAdvisor username and password](#).



THE UNIVERSITY OF WINNIPEG

Main menu

Log In

To access this site you will need to log in with your user name and password. Please remember to log out when you are done.

User name:

Password:

Log In

STEP 6

You will be taken to the first page of the Online Test Booking wizard. If this is your first time booking a test online, read the instructions before selecting the “Next” button at the bottom of the page.



Welcome

1. [Select course](#)
2. [Class test date and time](#)
3. [Confirm prof info](#)
4. [Choose accommodations](#)
5. [Search status](#)
6. [Confirm and complete](#)

Online Test Booking

Welcome to The University of Winnipeg Accessibility Services (AS) Online Test Booking wizard. This wizard will guide you through the process of booking academic accommodations for in-person, written-format, tests/midterms/final exams within The University of Winnipeg undergraduate Arts/Science/Education, Graduate Studies, or Professional, Applied, and Continuing Education (PACE) programs.

IMPORTANT: Before proceeding, please make sure you have first used the "Request Accommodations" section of the portal to submit request for course-specific accommodations in the course that needs a test/exam booking request! If you have not already done this for a course, that course will not be available to select from when you use the "2. Schedule a Test/Exam" module.

You will need to know the following in order to successfully book your test:

1. Your course information:
 - The name of the course you want to schedule a test for
 - Your instructor's name(s)
 - Your instructor's e-mail address(s)

2. The class test/exam information:
 - The class test date
 - The class test start time
 - The class test duration (class test finish time)

3. You must be booking a test/exam within [our advertised booking deadlines/portal cutoff dates](#).

Visit [our website](#) for more details and answers to frequently-asked questions.

Once you have submitted your test/exam booking request, your instructor is notified by e-mail. The e-mails will:

- Provide information on how they can log into their side of the web portal to view the details of your test booking and (if needed) correct the information you gave us online
- Request that your instructor provide AS with a copy of your test, any test-related instructions, and
- Provide information for your instructor on how to obtain your test responses after your test.

PLEASE NOTE - Do not use this Online Test Booking wizard if you need accommodations for:

- Pop quizzes or a hands-on, practical test/exam (e.g. for a science or computer lab, needing course-specific software or equipment) or a test/exam that involves group work - first contact your instructor immediately to discuss your accommodations since alternate arrangements may need to be made
- Tests/exams for the joint program in Psychiatric Nursing with Brandon University (instead, please e-mail accessibility@uwinnipeg.ca with the details at least 2 weeks in advance to submit your request)

If you are ready to submit your test/exam booking, select the "Next" button below to get started. You may abort this process at any time by selecting the "Cancel" button on the bottom of each page.



Next Cancel

6

STEP 7

On the "Select course" page, use the drop-down menu to choose the course of the test you are booking. Click the "Next" button when you're ready to proceed.

STEP 8

On the "Class test date and time" page, you may first be given the opportunity to select from test information that either a classmate or your instructor has already provided to us.

If the test you need to book is not already listed, you will need to enter the class test information manually:

Either type directly into the empty date and time fields, or click on the following buttons. (Note: Screen reader users can use the “tab” keyboard button to navigate between the text fields.)

[Welcome](#)
[1. Select course](#)
2. Class test date and time
[3. Confirm prof info](#)
[4. Choose accommodations](#)
[5. Search status](#)
[6. Confirm and complete](#)

2. Class test date and time

1. If a classmate or your instructor has already submitted test/exam information for this course, it will appear below. If this is the class test you need to write, click the radio button next to it and then, "Next".

2. If no previously-submitted date/time is listed, or to submit info about a different class test:


- Type directly into the date and time fields below, or
- Click on the little calendar or clock icons


to enter the class test information.

DO NOT add any extra time (this accommodation will be added later on, if applicable), and DO NOT enter a date different from the date your class is scheduled to write (if your test needs to be rescheduled, arrangements must be made by corresponding directly with your instructor and AS after you have submitted the class test information here).

You may either type directly into the date and time fields or use the calendar and clock icons to the right to specify when the class test starts and the class test duration.

Specify a date and time

Date of class test: 

Time of class test: 
(eg. 9:30 am)


Class test duration: (hours) (minutes)


You may use the calendar pop-up button next to the “Date of class test” to specify the day your class will be writing this test. (Note: some dates may not be available to choose from, such as those outside our deadlines, holidays, or Sundays, but if you think a date has been blocked off in error, [contact our office](#) to let us know.)

DO NOT add any extra time (this accommodation will be added later on, if applicable), and DO NOT enter a date different from the date your class is scheduled to write (if your test needs to be rescheduled, arrangements must be made by corresponding directly with your instructor and AS after you have submitted the class test information here).

You may either type directly into the date and time fields or use the calendar and clock icons to the right to specify when the class test starts and the class test duration.

Specify a date and time

Date of class test: 

Time of class test: 
(eg. 9:30 am)

Class test duration: (minutes)

[Select a previously submitted date](#)

May 2018						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Previous](#) [Next](#) [Cancel](#)

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STEP 9 (skip this step if you selected a previously-submitted date/time)

You may also use the time view popup (little clock icon) next to the “Time of class test” to specify the time your class will start writing their test. The start time options are in 15 minute increments, so if the exact start time of your class test is not listed here, type the correct time the text box/field instead.

DO NOT add any extra time (this accommodation will be added later on, if applicable), and DO NOT enter a date different from the date your class is scheduled to write (if your test needs to be rescheduled, arrangements must be made by corresponding directly with your instructor and AS after you have submitted the class test information here).

You may either type directly into the date and time fields or use the calendar and clock icons to the right to specify when the class test starts and the class test duration.

Specify a date and time

Date of class test:

Time of class test:
(eg. 9:30 am)

Class test duration: (hours)

[Select a previously submitted date and time](#)



Time Picker

8:00 AM	8:15 AM	8:30 AM	8:45 AM	9:00 AM	9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM
12:00 PM	12:15 PM	12:30 PM	12:45 PM	1:00 PM	1:15 PM	1:30 PM	1:45 PM
2:00 PM	2:15 PM	2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM
4:00 PM	4:15 PM	4:30 PM	4:45 PM	5:00 PM	5:15 PM	5:30 PM	5:45 PM
6:00 PM	6:15 PM	6:30 PM	6:45 PM	7:00 PM	7:15 PM	7:30 PM	7:45 PM
8:00 PM	8:15 PM	8:30 PM	8:45 PM	9:00 PM	9:15 PM	9:30 PM	9:45 PM
10:00 PM	10:15 PM	10:30 PM	10:45 PM	11:00 PM	11:15 PM	11:30 PM	11:45 PM

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Type directly into the “hours” and “minutes” fields to specify how long the class will be writing this test. If you are unsure of the test duration, check with your instructor (this is also known as the test’s “standard duration” = the length of time the test was written to be completed within), or (if your request is timesensitive) enter in the class/timetable duration for now ([AS and your instructor can correct the time for you later](#)). Do not include any extra time here (even if [your instructor may be providing it to the whole class](#)) - this will be added by AS later, if applicable.

Select “Next” to continue.

Specify a date and time

Date of class test:

Time of class test:

Class test duration: (hours) (minutes)

[Select a previously submitted date and time](#)

Previous **Next** Cancel

STEP 10

On the “Confirm prof info” page, you will be shown the instructor name and contact information the University system currently has listed for this course.

If needed, use the name, e-mail, and phone fields to send our office updated information and/or to provide us with an additional instructor’s name and contact information (e.g. if your course is being “team-taught” by more than one instructor).

Select the “Next” button to continue.

The screenshot shows a web application interface for confirming professor information. On the left is a sidebar with a list of steps: 1. Select course, 2. Class test date and time, 3. Confirm prof info (highlighted), 4. Choose accommodations, 5. Select your test time, and 6. Confirm and complete. The main content area is titled '3. Confirm prof info' and includes a message: 'Please verify the following information and correct anything that is missing or incorrect.' Below this are two sections: 'Course Info' with the text 'Intro to Clockwork Web 0101 002' and 'Instructor Info'. The 'Instructor Info' section contains a message: 'You must enter the instructor email address in order to continue.' followed by input fields for 'Instructor name' (containing 'Testy McTesterson'), 'Instructor email' (containing 'accessibility@uwinnipeg.ca'), and 'Instructor phone' (containing '766-9771'). There are also empty fields for 'Alternate contact name', 'Alternate contact email', and 'Alternate contact phone'. A blue box highlights the 'Instructor Info' section, and a blue arrow points from a box labeled '10' to the 'Next' button at the bottom right. The 'Next' button is part of a group with 'Previous' and 'Cancel' buttons.

STEP 11

The “Choose accommodations” page shows you the pre-approved test accommodations that our office currently has on file for you. Using the checkboxes, select just those that will be needed for this particular test.

For logistical reasons, some (space-related) test accommodations cannot be deselected. If your condition and accommodations have changed from what we have on file, contact your Accessibility Advisor to make arrangements for future tests. Select the “Next” button to continue.

Welcome 41T . log out

[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
4. Choose accommodations
[5. Select your test time](#)
[6. Confirm and complete](#)

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this test.

Available accommodations

* note: Only accommodations with a check will be used for your test booking.

- ☐ Other Invigilator Notes_1 (This is a test of the "Other Invigilator Notes" custom text field)
- ☐ Other Test Accommodations_1 (This is a test of the "Other Test Accommodations" custom text field)
- ☒ Test Room - Room Type (Shared space (invigilator in room; may also be shared with a few other students))
- ☒ Extended Time - ALL TESTS (Extended Time 1.5x)
- ☐ Supervised breaks (these can be taken at any time during your test, but must be within the assigned testing area in view of your invigilator – no additional time is given for these, as it is already taken into account by your extended time)

Previous **Next** Cancel

Then indicate if the class is writing the test In-Person or Online. Click Next.

Note: This is a new step as long as online tests are offered by the course.



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Main menu 41T . log out

[Welcome](#)
[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
[4. Choose accommodations](#)
5. Additional requirements
[6. Search status](#)
[7. Confirm and complete](#)

5. Additional requirements

Please fill in the appropriate information below.

Is the class writing the test In-Person or Online?

In person

Previous **Next** Cancel

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STEP 12

On the “Search status” page, the online booking system will let you know if the date/time you requested is available or unavailable due to a scheduling conflict. The webpage will provide information on how to proceed.

Once there are no scheduling conflicts, the system will tell you that a spot has been found and you will be prompted to click the “Next” button to continue:

Welcome 41T . log out

[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
[4. Choose accommodations](#)
5. Search status
[6. Confirm and complete](#)

5. Search status

Our online booking system has reviewed the date and time you have requested. If it does not find a spot for you (below) it is possible that you are requesting a date or time that:

- falls outside our availability to invigilate (e.g. before 7 a.m., after 9 p.m., on Sundays, or holidays/University closures), or
- conflicts with a test booking you have already made or the class schedule of another course you are taking

If so, click the "Previous" button to go back and double-check the date/time you entered as well as any other test bookings previously submitted. If alternate arrangements need to be made, please contact our office.

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

[Previous](#) **Next** [Cancel](#)

STEP 13

On the “Confirm and complete” page, review the test information you have submitted so far, then click the “I acknowledge...” checkbox and then the “Finish” button.

Welcome 41T . log out

[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
[4. Choose accommodations](#)
[5. Select your test time](#)
6. Confirm and complete

6. 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

Course information
Intro to Clockwork Web 0101 002

Instructor
Testy McTesterson . accessibility@uwinnipeg.ca

Class test date / time
Thu Feb 15, 2018 11:30 AM (1 h and 15 m)
*** Note: this is not your accommodated writing time**

Accommodations required

Test Room - Room Type (Shared space (invigilator in room; room also be shared with a few other students))

Extended Time - ALL TESTS (Extended Time 1.5x)

Supervised breaks (these can be taken at any time during your test, but must be within the assigned testing area in view of your invigilator – no additional time is given for these, as it is already taken into account by your extended time)

13

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

[Previous](#) **Finish** [Cancel](#)

STEP 14

You will be taken to a page that says, “Thank you for your submission.” At this point, you may choose to either:

- Click the “Schedule another test” button to repeat the process and submit a different test booking
- Go to the “My upcoming events” link on the toolbar to view the upcoming tests that you have already booked
- Click the “log out” link in the upper right to sign out of the web portal



Provided [the e-mail address we have on file for you](#) and your instructor are correct, the test booking system will automatically send e-mail notifications to:

- Your instructor: that you have submitted a test booking and instructions (on how to provide information about and a copy of the test and how to later receive your test responses). They will also receive reminders 7 days and 2 days before your test date if they have not provided AS with a test copy by then.
- You: 3 days before the test, reminding you that you have booked it with AS