

# How to use the Accessibility Services Faculty Web Portal to: VIEW TEST ACCOMMODATION REQUESTS FOR YOUR COURSES (from University of Winnipeg students registered with AS)

## STEP 1

As soon as a student has used the web portal to request to write an upcoming test with AS, you will receive an e-mail from our automated system notifying you of their booking. If the student's booking request was not received via the web portal (e.g. some deferred exams, or tests for Brandon University Psychiatric Nursing courses), you will receive this e-mail 7 days prior to the test date.

The e-mail will contain basic instructions on how to access [the Instructor Web Portal](#), which will need your WebAdvisor username and password to log in.

If you are unsure of your WebAdvisor account login information, you may need to contact [the Technology Service Desk](#).



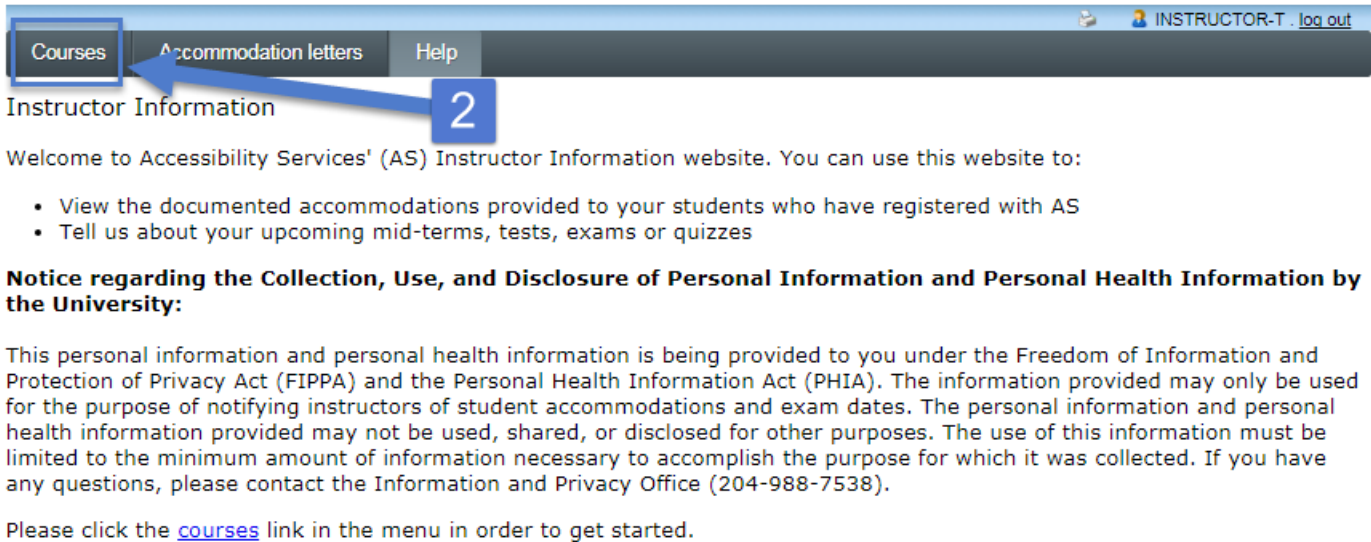
The screenshot shows the login page for the University of Winnipeg's Accessibility Services Web Portal. At the top left is the university's crest and the text "THE UNIVERSITY OF WINNIPEG". Below this is a blue horizontal bar. The main heading is "Instructor Log In to Accessibility Services Web Portal". A message reads: "Please enter your WebAdvisor username and password below." There are two input fields: "Your WebAdvisor username:" and "Password:". Below the password field is a "Log In" button. At the bottom, the text reads: "The University of Winnipeg - Accessibility Services" and "515 Portage Ave. Room 1M35, Winnipeg, MB R3B 2E9 - (204) 786-9771 - accessibility@uwinnipeg.ca".

This is a secure platform that has been tested with TSC, reviewed by the Privacy office, and is currently used by a number of colleges and universities across North America.

## STEP 2

Once you have logged in, you will be directed to a page that summarizes the purpose of the website and the data contained within it.

Select “Courses” from the toolbar at the top left.



Instructor Information

Welcome to Accessibility Services' (AS) Instructor Information website. You can use this website to:

- View the documented accommodations provided to your students who have registered with AS
- Tell us about your upcoming mid-terms, tests, exams or quizzes

**Notice regarding the Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University:**

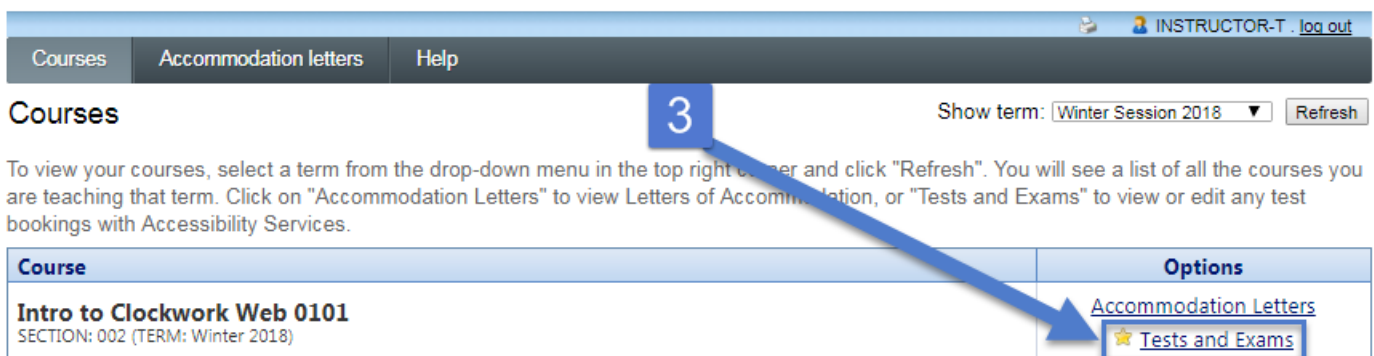
This personal information and personal health information is being provided to you under the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA). The information provided may only be used for the purpose of notifying instructors of student accommodations and exam dates. The personal information and personal health information provided may not be used, shared, or disclosed for other purposes. The use of this information must be limited to the minimum amount of information necessary to accomplish the purpose for which it was collected. If you have any questions, please contact the Information and Privacy Office (204-988-7538).

Please click the [courses](#) link in the menu in order to get started.

## STEP 3

You will be presented with a list of courses in the current term.

In the “Options” column on the right, click the “Tests and Exams” link. (A yellow star icon will appear next to the link if at least one student in that course has already requested to write an upcoming test through AS.)



Courses

Show term:

To view your courses, select a term from the drop-down menu in the top right corner and click "Refresh". You will see a list of all the courses you are teaching that term. Click on "Accommodation Letters" to view Letters of Accommodation, or "Tests and Exams" to view or edit any test bookings with Accessibility Services.

Course	Options
<b>Intro to Clockwork Web 0101</b> SECTION: 002 (TERM: Winter 2018)	<a href="#">Accommodation Letters</a> <a href="#">★ Tests and Exams</a>

★ indicates that there is at least one future test/exam in the system for the course

## STEP 4

You will be directed to a page on which you may review any test information that has already been submitted to AS by one of your students.

Please read the instructions completely if this is your first time using the web portal for tests.

Review the date, start time and duration information of any tests listed and make note of any inaccuracies. Click the "Confirm/Edit" link to the right of a test listing to continue.

INSTRUCTOR-T . [log out](#)

Courses    Accommodation letters    Help

Scheduled tests and examinations for:

**Intro to Clockwork Web 0101 section 002 (Winter 2018): Testy McTesterson** (2018 Jan 1 to Apr 30)

Use this page to:

"Edit" (correct) AND/OR Confirm

Test/exam dates/times that have been submitted by your students.

If no dates are listed in the table below, it is because a student in your course has yet to request a booking for that test.

**Please contact our office immediately if:**

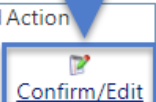
- The student(s) inadvertently booked a test that has a format that cannot actually be written in an alternate location (e.g. hands-on/practical/lab/station-to-station exams, group work, pop-quizzes, etc.)
- Your test requires the use of course-specific computer software or other equipment that needs advance arrangement,
- You are the instructor of an evening class and your test will only be a portion of the 3-hour timeslot

If there are test dates listed in the "Tests and exams" table below, you must review/edit/complete the info for each date listed by clicking the "Confirm/Edit" button beside each test date.

If a date and/or time shown below is inaccurate, you will be given the opportunity to correct it on an upcoming page.

**CLICK "Confirm/Edit" TO PROCEED (and to EDIT previously-submitted TEST BOOKING(S), where needed).**

Tests and exams:

Type	Date of test	Class test time	Previously Submitted Action confirmed file	Action
Test	<b>May 29</b> Tuesday (2018)	<b>8:00 AM (60 minutes)</b> <i>Last modified: 2018-05-15</i>	<b>No</b>	

## STEP 5

On the “Test/Exam Information” page, you will be given the opportunity to correct the date, time, and “standard duration” of the test. The standard duration is the length of time a test was written/created to be completed within; the “Test end time” you specify here should not include extra time (if a student is eligible for an extended time accommodation, our test scheduling system will automatically use the standard duration to calculate and apply the extended time on top of this duration later on).

**IF THE TEST INFORMATION SUBMITTED BY YOUR STUDENT(S) IS CORRECT, CLICK THE “NEXT” BUTTON IN THE LOWER RIGHT TO SKIP THIS STEP.**

1. Test details  
[2. Students](#)  
[3. Test Information](#)  
[4. Submit changes](#)

1. Test / Exam Information

Course: **Intro to Clockwork Web 0101 sect. 002 (Winter 2018)**

Please enter the original test start and end times (“standard duration”) manually, or click on the clock icons to pick from a list. The “standard duration” of a test is the amount of time a test was originally written to be completed within. Our office will calculate and apply the appropriate time extensions (if the student is eligible for an extended time accommodation). If you must cancel this test booking, please contact our office at (204) 786-9771 or [accessibility@uwinnipeg.ca](mailto:accessibility@uwinnipeg.ca)

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

To correct the test date, use the calendar pop-up button next to the “Date of test” field and select a new date:

1. Test / Exam Information

Course: **Intro to Clockwork Web 0101 sect. 002 (Winter 2018)**

Please enter the original test start and end times (“standard duration”) manually, or click on the clock icons to pick from a list. The “standard duration” of a test is the amount of time a test was originally written to be completed within. Our office will calculate and apply the appropriate time extensions (if the student is eligible for an extended time accommodation). If you must cancel this test booking, please contact our office at (204) 786-9771 or [accessibility@uwinnipeg.ca](mailto:accessibility@uwinnipeg.ca)

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

The University of  
15 Portage Ave. Room 1M35, Winnipeg

To correct the test time(s) and duration, use the time view popup (little clock icon) next to either the “Test start time” or “Test end time” field, as needed.

The time options are in 15 minute increments, so if the exact start/end time of your test is not listed here, you may manually type the times directly into the text fields.

Click the “Next” button in the lower right to continue.

1. Test / Exam Information

Course: **Intro to Clockwork Web 0101 sect. 002 (Winter 2018)**

Please enter the original test start and end times ("standard duration") manually, or click on the clock icons to pick from a list. The "standard duration" of a test is the amount of time a test was originally written to be completed within. Our office will calculate and apply the appropriate time extensions (if the student is eligible for an extended time accommodation). If you must cancel this test booking, please contact our office at (204) 786-9771 or [accessibility@uwinnipeg.ca](mailto:accessibility@uwinnipeg.ca)

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

Time Picker

6:00 AM	6:15 AM	6:30 AM	6:45 AM	7:00 AM	7:15 AM	7:30 AM	7:45 AM
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

## STEP 6

You will be taken to a page with a list of the students who have (so far) requested to write this particular test through AS. Click the “Next” button to continue.

2. Students scheduled to-date for Intro to Clockwork Web 0101 sect. 002 (Winter 2018)

Below is a confidential list of students who currently have:

- registered with Accessibility Services
- test/exam accommodations, and
- specifically requested to write this test with us.

Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
Version5 Test Student (41T)	February 15 Thursday (2018)	11:30 AM to 1:25 PM

## STEP 7

Specify instructions for our Exam Invigilator on how the test should be administered. Select the options relevant to this test (**at minimum, please complete the first three sections of this page before clicking “Next” to continue**).

If no information is provided, the test will by default be administered as the standard “closed book, no aids allowed, student must return all materials”.

1. [Test details](#)  
2. [Students](#)  
3. **Test Information**  
4. [Submit changes](#)

3. Test Information for Intro to Clockwork Web 0101 sect. 002 (Winter 2018)

**TEST/EXAM PARTICULARS (INSTRUCTIONS) FORM**

How to contact you during the test:

- I will visit my AS student(s)
- I will send another instructor or TA to visit
- The invigilator may contact me by e-mail or phone at:

Contact Info:

Materials and Aids Allowed:

- "Closed Book" - no outside materials or aids allowed (DEFAULT unless specified otherwise by instructor)
- "Open Book" - any course texts/materials allowed
- Limited Materials Allowed (specify below)

Outside Materials Allowed:

Other (please specify):

- No Calculator Allowed
- Programmable Calculator Allowed
- Scientific Calculator Allowed
- Non-Programmable Calculator Allowed
- Dictionary NOT Allowed
- Dictionary Allowed (case-by-case basis: only if definition does not answer question)
- Other (e.g. Molecular model kit, Criminal Code of Canada) - specify below:

Other Aids Allowed:

Response Collection and Materials to Return:

- Scantron Bubble Sheet needed (AS will provide)
- University Term Test Booklet needed (AS will provide if student's accommodations don't involve typewritten responses)
- University Final Exam Booklet needed (AS will provide if student's accommodations don't involve typewritten responses)
- Student must return all test/exam materials (DEFAULT unless specified otherwise by instructor)
- Student may Keep Part of Test/Exam

Test materials the student may keep:

Test responses may be picked up from 1M35 during AS office hours:

- I will pick up the test/exam responses

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## STEP 8

The “Confirm Exam Details...” page gives you an opportunity to double-check the test information before confirming it:

INSTRUCTOR-T . log out

1. [Test details](#)  
2. [Students](#)  
3. [Test Information](#)  
4. **Submit changes**

### 4. Confirm exam details for Intro to Clockwork Web 0101 sect. 002 (Winter 2018)

Please review the information below and click the "Submit changes" button at the bottom of this form to submit this information to us. You may click the "Previous" button to go back and correct what you have submitted so far.

**Test details**

**Intro to Clockwork Web 0101 sect. 002 (Winter 2018)**  
**Tue May 29, 2018 . 8:00 AM - 9:00 AM**

**Test information**

Closed Book/open book	<b>"Closed Book" - no materials or aids allowed (DEFAULT unless specified otherwise by instructor)</b>
calculator	<b>No Calculator Allowed</b>
return all exam	<b>Student must return all test/exam materials (DEFAULT unless specified otherwise by instructor)</b>
I will provide an e-mail or phone number below where I may be reached during the regular class/exam time	<b>yes</b>
Contact Info:	<b>i.testy@uwinnipeg.ca</b>

**File upload**

**Please continue using this form to submit/confirm the above information even if you are not yet ready to upload an exam questions document. YOU DO NOT HAVE TO UPLOAD A FILE AT THIS POINT - YOU MAY RETURN TO THIS FORM IN FUTURE TO SUBMIT THE TEST/EXAM DOCUMENT USING THE "Select test/exam file to submit:" section below NO LATER THAN ONE DAY PRIOR TO THE SCHEDULED TEST/EXAM.**

**Preferred File Formats:**  
This file uploader accepts only one single document file. Please try to provide an accessible electronic text format of your test/exam questions and test materials where possible. Note that AS staff computers are PCs so if you are a Mac user, please convert your files to MS Office compatible documents before sending them to us. Examples of preferred formats: Microsoft Word

If the test copy is ready at this point, you may choose to use the file uploader at the bottom of the page to submit the test questions sheet as a single document file. [If this is your first time using the file uploader, please read the instructions provided.](#)

You may use the “Print a copy...” link if you would like a copy of this information for your own records or to attach to a printed (rather than digital) copy of the test if it will be provided by in-person delivery (rather than upload or e-mail).

When ready, click the “Submit Changes” button to finish (or the “Previous” button to go back and change the information before submitting it):

**File upload**

Please continue using this form to submit/confirm the above information even if you are not yet ready to upload an exam questions document. **YOU DO NOT HAVE TO UPLOAD A FILE AT THIS POINT - YOU MAY RETURN TO THIS FORM IN FUTURE TO SUBMIT THE TEST/EXAM DOCUMENT USING THE "Select test/exam file to submit:" section below NO LATER THAN ONE DAY PRIOR TO THE SCHEDULED TEST/EXAM.**

**Preferred File Formats:**  
This file uploader accepts only one single document file. Please try to provide an accessible electronic text format of your test/exam questions and test materials where possible. Examples of preferred formats: Microsoft Word .doc or .txt - Note that image files and some .pdf files may not be accessible to students who need adaptive software to read text.

**Note:** If you are unable to upload a digital copy of the exam here or your exam consists of multiple document files, please e-mail the files to [accessibility@uwinnipeg.ca](mailto:accessibility@uwinnipeg.ca) or provide a paper copy of the test/exam questions (for each student registered in your course) in before the scheduled test/exam, at least one business day in advance.

**Alternate method of providing test copy (drop off):**  
- In person to Exam Assistant in our Test Centre (room 1M45) between the hours of 10:30AM and 2:30PM, Monday through Friday.  
- At all other times, please use one of the two drop-off slots in the 1st floor Manitoba Hall corridor outside our offices.

**If this is a December or April (Undergraduate Arts/Sciences/Education) Final Exam:**  
You do not need to provide us a copy if you are already getting the exam photocopied by the Student Records Examinations Assistant (they will make a copy for us). The exception: exams for students who need enlarged/alternate text format - we will still need to obtain this from you directly in electronic format (e.g. MS Word .doc or .txt).

Select test/exam file to submit:

Previously uploaded tests:  
No records to display.

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Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

## STEP 9

You will be taken to a “Test/Exam information submission complete” page with details on how to obtain the student’s test responses after they have written the test through our office, as well as contact information should you have any questions.

Courses Accommodation letters Help INSTRUCTOR-T . log out

### Test/Exam information submission complete

Thank you for submitting your test/exam information.

**Once the student’s test/exam is completed:**  
It will be available for you to pick up from our receptionist at the front desk of room 1M35 between 8:30AM and 4:30PM Monday through Friday unless you have made alternate arrangements with our office (on a test-by-test basis via the web portal’s Particulars/Instructions Form). We will deliver PACE exam response packages to the 2nd floor Buhler reception desk within the following 1-2 business days – please let us know if you need the responses sooner and we can scan and e-mail them to you in the meantime.

If you are sending a Teaching Assistant or another instructor to pick up your tests on your behalf:  
Please call or e-mail us ahead of time or send the individual down with a signed permission form (the latter is best if you plan on making this a regular procedure).

Questions regarding test/exam administration or academic integrity issues may be directed to:  
Jamie Ducusin, Exams and Adaptive Technology Coordinator at [j.ducusin@uwinnipeg.ca](mailto:j.ducusin@uwinnipeg.ca) or 786-9178 between the hours of 8:30AM and 4:30PM, Monday through Friday.  
Please contact us in advance if an in-person meeting is required to discuss confidential issues.

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At this point, you may select either:

- “Back to courses list” to return to the “Courses” page (and repeat the previous steps for tests in another course)

- Log out

or

- “Back to test listing” (to review and/or submit information or a test questions document for any other tests in this course)


## ADDITIONAL OPTIONS UNDER A COURSE’S TEST LISTING

### Changing test information after it has been confirmed

After you have confirmed a test’s information, its status under the test listing will be updated accordingly so you can see what has already been done.

You may use the web portal to update a test’s date and time information up to 4 days before the originally-scheduled date.

If you must change the date/time of a test that is scheduled to take place in less than 4 days, please contact our office directly and right away to let us know so that our staff may update the test information manually and make any necessary changes to our room bookings and invigilation staff schedule.

Tests and exams:			
Type	Date of test	Class test time	Previously submitted file
Test	<b>February 15</b> Thursday (2018)	<b>11:30 AM (75 minutes)</b> <small>Last modified: 2018-01-23</small>	<input checked="" type="checkbox"/> Yes <b>Submit file</b> 
			<a href="#">Confirm/Edit</a>

[Back to course list](#)

### Uploading a test copy

The link under “Submitted file” (e.g. “Submit file” if you have not already uploaded one, or “Review file” if you have) will remain active up to a day before the test date for you to upload the test copy or update a previously-uploaded document file.

If you are unable to provide a test copy by then (or if your test consists of multiple document files), please let us know when and how we can expect to receive it from you. Ideally, please e-mail the file(s) as soon as possible to:

[accessibility@uwinnipeg.ca](mailto:accessibility@uwinnipeg.ca)

## AUTOMATIC REMINDERS

As long as the e-mail address we have on file for you and your student are correct, the test booking system will automatically send e-mail notifications to:

- You: 7 days and 2 days before your test date if you have not provided AS with a test copy by then.
- Your student: 3 days before the test, reminding them that they are scheduled to write it through our office