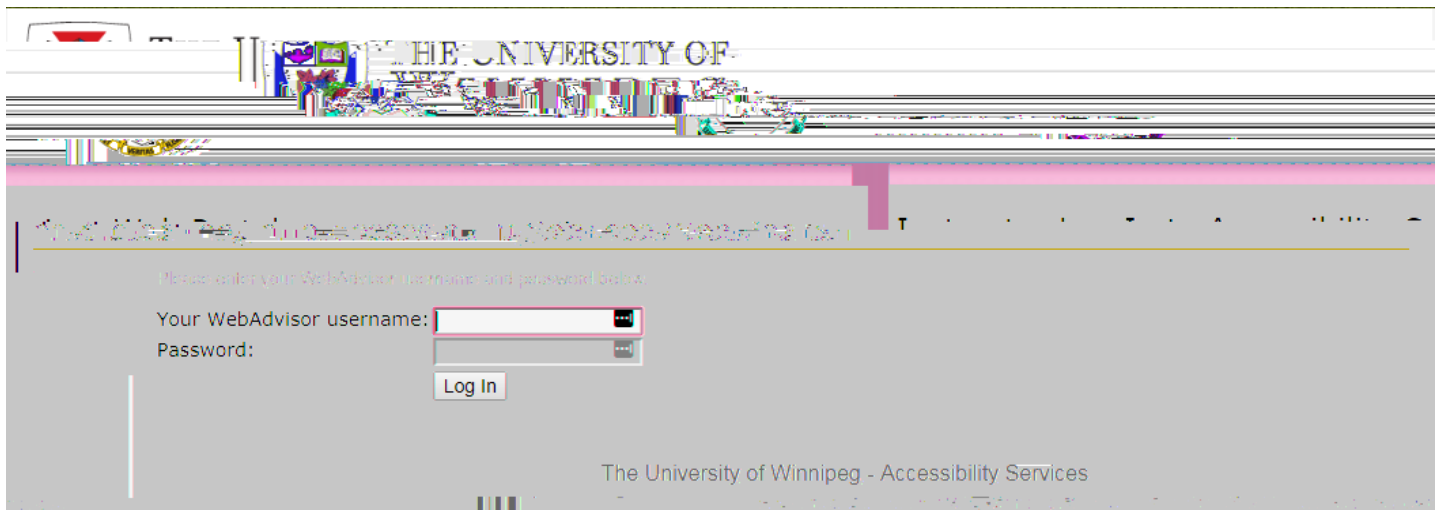
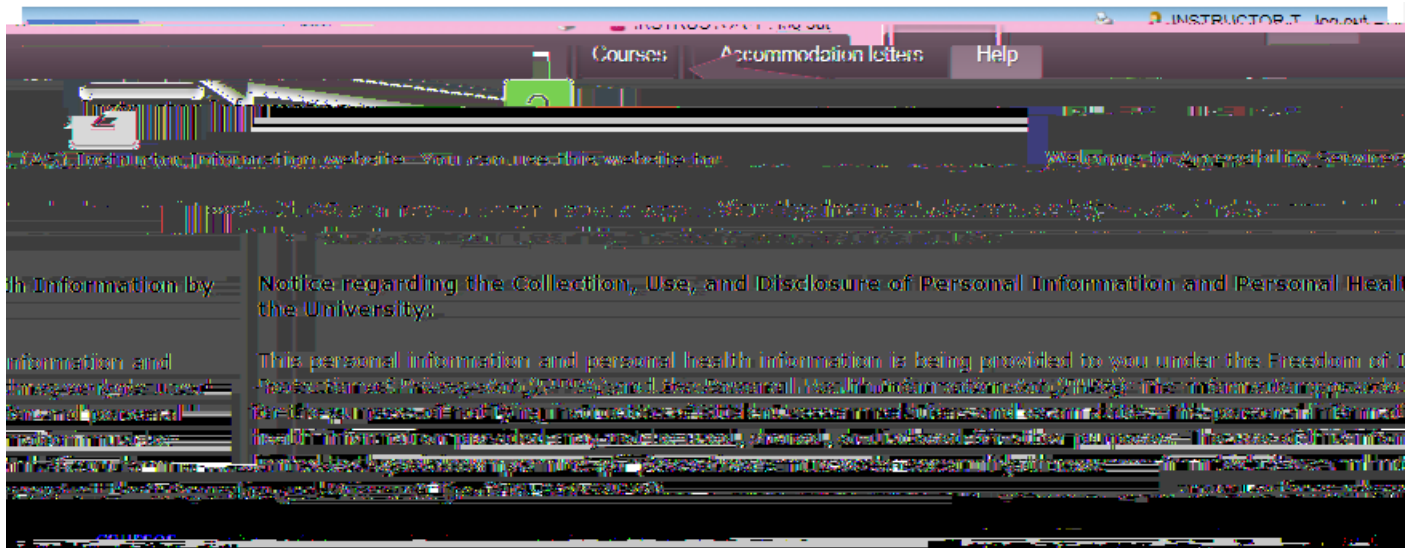


# How to use the Accessibility Services Faculty Web Portal to: VIEW TEST ACCOMMODATION REQUESTS FOR YOUR COURSES (from University of Winnipeg students registered with AS)

## STEP 1



## STEP 2



## STEP 3

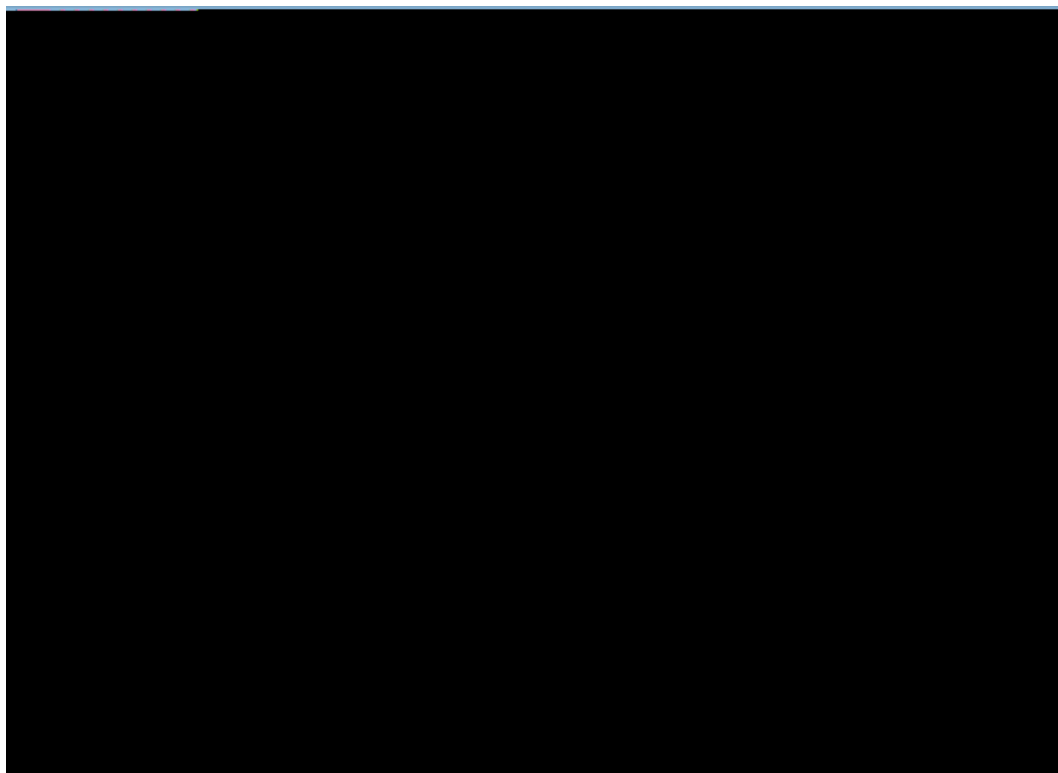




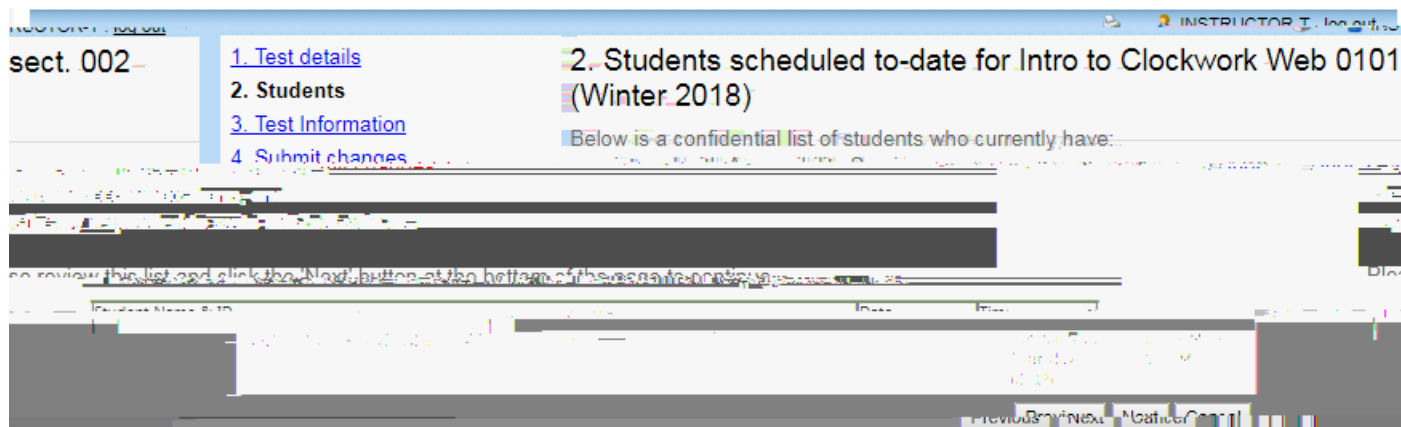
## STEP 5

On the "Test/Exam Information" page, you select the date, time, and "standard duration"

Click the "Next" button in the lower right



STEP 6



## STEP 7

at minimum, please complete the

# STEP 8

INSTRUCTOR-J...log out

002 (Winter)

- 1. Test details
- 2. Students

4. Continue 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 page to submit this information to us. You may click the "Previous" button to go back and correct what you have entered.

4. Submit changes

Test details

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

Calculator

Closed Book/open book

"Closed Book" - no materials or aids allowed (DEFAULT unless specified otherwise by instructor)

calculator

No Calculator Allowed

will provide an e-mail or phone number below:  yes

i.testy@uwinnipeg.ca

Contact Info:

File upload

Preferred File Formats:

File upload

confirm the above information, even if any are not applicable. Please continue using this form to submit for

**Preferred File Formats:**  
 This file uploader accepts only one single document file. Please try to provide electronic (text) format of your test/exam questions and test materials where possible. Examples of acceptable file formats include PDF, Word, and PowerPoint. Note that some file formats may not be supported by the system.

**Note:** If you are unable to upload a digital copy of the exam here or you require assistance, please contact the Testing Center at (508) 541-1234 or testing@university.edu.

Alternatively, you may provide a hard copy of the exam to the Testing Center at 123 University Ave, Room 100, Boston, MA 02115. A pickup/drop-off schedule is available on the Testing Center website.

Please print a copy for your records.

Previously uploaded tests: 0 records to display.

Select test/exam file to submit:

Submit changes

Submit

Previous

Submit changes

Cancel

STEP 9

Click the Submit button in order to confirm your test to us.

Please note that you must click the Submit changes button.

INSTRUCTOR-T | log out

Exam information submission complete.

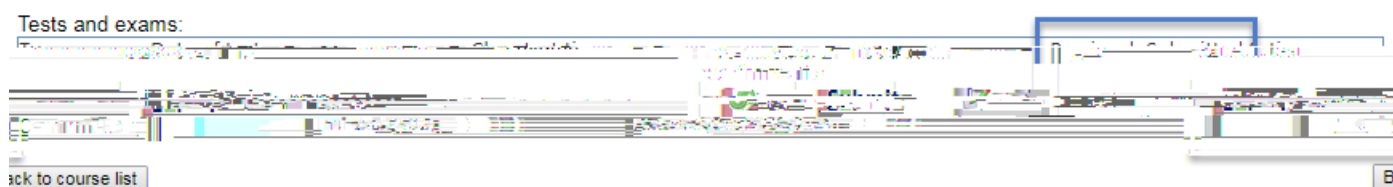
Exam information submission complete. Thank you for submitting your exam information. Your exam information has been received and will be processed by the Testing Center. We will contact you if we need any additional information. Questions regarding test administration or academic integrity issues may be directed to Jamie Duncan, Testing and Adaptive Technology Coordinator at jduncan@university.edu or 508-541-1234, Monday through Friday. Please contact us in advance if an in-person meeting is required to discuss confidential issues.

Back to courses list | Back to test listing | Logout



## ADDITIONAL OPTIONS UNDER A COURSE'S TEST

Changing test information after it has been confirmed



Uploading a test copy

## AUTOMATIC REMINDERS