

(Last updated: Sept 5, 2024)

If you are a student registered with Access and Disability Resources, you will be able to book your accommodated exam through Exam Services. Please follow these steps to book your exam:

- 1.) Login to myPortal
- 2.) Under "Support" Tab select "Access and Disability Resources"

	ACCESS AND DISABILITY RESOURCES	Tech Support	
] GMail	If you anticipate or are experiencing barriers to learning that may be related to a disability or medical condition, we can	Student Support Services	
paskwâwi-mostos mêskanâs	Find out more about registering on the Meet With Us ADR web page.	Access and Disability Resources	
		Exam Services Centre	
niyətddentəystem	Exam Accommodation	Immigration Information	
Library & Study Rooms	Information on exam accommodation services and processes is on the ADR website.	myApps Support	
Student Printing	ADR Exam Centre Hours of Operation	Student Printing	
<ul> <li>Password Management</li> </ul>	Monday - Friday: 8:30 a.m. to 4:30 p.m.	My Courses	•
MacEwanLife	Saturday & Sunday: Closed		
Locker Registration	Monday - Friday: 9 a.m. to 9 p.m.		
OneDrive	Saturday: 9 a.m. to 7 p.m. Sunday: Closed		
Google Calendar	Requesting support		
Google Drive	If you are already registered with Access and Disability Resources, please login to Accommodate for the following		
Room Booking System	services: « To book a meeting with a Learning Specialist, Accessibility Assistant or Assistive Technologist, login to <b>Accommodate</b> .		
MacEwan Help Centre	If you received an email on How to Access your Accommodation Letter, you can login to Accommodate to download your letter for the next MacEwan term of study. Accommodation letters are usually available no later than 2 weeks prior to start of term if you are enrolled in at least one course.		

3.) Select "Accommodate" in the last line. This link will take you to the new booking system.



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4.) Select "Student"





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- 5.) Select "Testing Room"
- 6.) Then click on "New Booking Request". Here is where you submit exam booking requests and can view pending and approved appointments.





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- 7.) Fill out the information required and click "Check Availability"
- 8.) Select a day and time that works for you. Students have a set window in which they can write their accommodated exam with Exam Services Centre. You must book your exam on the same day as the class exam, up to two business days before, or one business day after.
- 9.) Click on "Exam Centre" for the date and time that you would like to book.

<ul> <li>Appointment</li> <li>Documents</li> <li>Strops you need to book a minimum of 7 days before your writing date. Exams can be scheduled 2 days prior to the In-class date, the day of or the day after your class writes. It's your responsibility to schedule you reak on appopriate date and time range. If your isolate scheduling yourself for the sitting at 8.30. If you need to make changes to your booking, let us know by emailing accessexame@macewan.ca</li> <li>Curree</li> <li>Intro to Disc Gotf 3 (Goff 301)</li> <li>Date Range</li> <li>2024-09-10</li> <li>0</li> <li>0</li></ul>	Re. Annual descent	0		
<ul> <li>Documents</li> <li>Documents</li> <li>StoP you need to book a minimum of 7 days before your writing date. Exams can be scheduled 2 days prior to the inclass. If your to days of or the day after your class writes. It's your responsibility to schedule your exam on appropriate date and time range. If your to booking, let us know by emailing accesses/ams@macewon.c.0</li> <li>Catendar</li> <li>Profile</li> </ul> Ourse           Course <ul> <li>Ture Range</li> <li>Q224:09:10</li> <li>to 2024:09:13</li> <li>to 2024:09:13</li> <li>to 2024:09:13</li> <li>the your exam duration is different than your course length, select.</li> </ul> Yersile Versile Versile Versile Versile Course Course Course Intro to Disc Golf 3 (Golf 30(1) Time Range Q224:09:10 To 2024:09:13 Time Range Q224:09:10 Time Range (138 of 138 slots available) Versile Ver	no Appointment			
Profile   Course Intro to Disc Golf 3 (Golf 301)   Date Range   2024-09-10   10   10   10   10   11   12   13   13   13   13   13   13   13   13   14   13   14   14   15   16   16   17   18   19   10   10   10   10   10    11   12 <th>Documents   Resources   Surveys   Testing Room   Calendar     Store     Calendar     Store     Store</th> <td>bok a minimum of 7 days before your writ er your class writes. It's your responsibilit me is longer than 3 hours consider sched by emailing accessexams@macewan.ca lease do reach out to accessexams@mac</td> <td>ing date. Exams can be scheduled 2 days prior to y to schedule your exam on appropriate date and uling yourself for the sitting at 8:30. If you need to a. Do not submit a second request. If you need as cewan.ca</td> <td>o the In-class date, the I time range. If your o make changes to your isistance or do not see</td>	Documents   Resources   Surveys   Testing Room   Calendar     Store     Calendar     Store     Store	bok a minimum of 7 days before your writ er your class writes. It's your responsibilit me is longer than 3 hours consider sched by emailing accessexams@macewan.ca lease do reach out to accessexams@mac	ing date. Exams can be scheduled 2 days prior to y to schedule your exam on appropriate date and uling yourself for the sitting at 8:30. If you need to a. Do not submit a second request. If you need as cewan.ca	o the In-class date, the I time range. If your o make changes to your isistance or do not see
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Date Range   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   2024-09-10   10   10   10   10   10   10   11   10   11   12   12   13   14   10   15   16   17   16   17   16   17   16   17   18   18   19   10   10   10   10   11   12   13   14   15   16   17   18   18   18   18   19   10   10   10   10   10   11   12   13   14	Intro to Disc Golf 3 (Golf 3	01) ~	Exam Centre (138 of 138 slots available)	1:00 pm
Subsection   Subsection <th>Date Range</th> <td></td> <td>✓Thursday, Sep 12, 2024</td> <td></td>	Date Range		✓Thursday, Sep 12, 2024	
Time Range 1:00 pm   00 v am v Clear v   10 00 v am v Clear   04 v 30 v pm v Clear Clear   17 your exam duration is different than your course length, select vs and input the exam length below.   vs and input the exam length below. 1:00 pm   Ves v No Building   Building 7 v   Room(s) ves and input the exam length below.   ves and input the exam length below. ves and input the exam length below.	2024-09-10 🖮 to	2024-09-13	Exam Centre (138 of 138 slots valiable)	8:30 am
08 00 am Clear   to 04 30 pm   Clear Clear   If your exam duration is different than your course length, select Yes <a href="https://www.mailable">www.mailable</a> Yes <a href="https://www.mailable">www.mailable</a> Building Building 7 Room(s) t - to the Availability Back To My Booked Rooms	Time Range		Exam Centre (138 of 138 slots available)	1:00 pm
Check Availability Back To My Booked Rooms	08       00       ✓       ar         to       04       30       ✓       pr         If your exam duration is diff       'Yes' and input the exam len       ·       ·         ·       ○       Yes       ● No       Building         Building 7       Room(s)       +       -	n V Clear n V Clear erent than your course length, select gth below.	✓ Friday, Sep 13, 2024 Exam Centre (138 of 138 slots available)	8:30 am
	Check Availability B	ack To My Booked Rooms		



## INSTRUCTIONS TO BOOK AN ACCOMMODATED EXAM

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10.) Confirm your booking. Enter the information required into the form and click "Submit Request" at the bottom of the form.

Confirm Exam Booking	×
	*
Course *	
Intro to Disc Golf 3 (Golf 301)	
Class Writing Date It is the student's responsibility to input the correct date. <b>Be sure to book your exam 2</b> days before your exam date, on your exam date, or one day after your exam date in order for it to be approved.	l
	1
Exam Type *	
~	
Testing Date *	
September 12, 2024	
Testing Time *	
8:30 am	-

11.) Once you have submitted your booking, you can view your pending and approved exam bookings under "Testing Room" tab.

