

If you have an exam, quiz, or timed supervised assessment to be written on campus, and you need to access your exam accommodations, please book your exam with Exam Services Centre.

If you have any questions or require additional support, do not hesitate to contact our team via email, phone, or in person.

INSTRUCTIONS:

1. Log in to the course paskwâwi-mostos mēskanâs page.

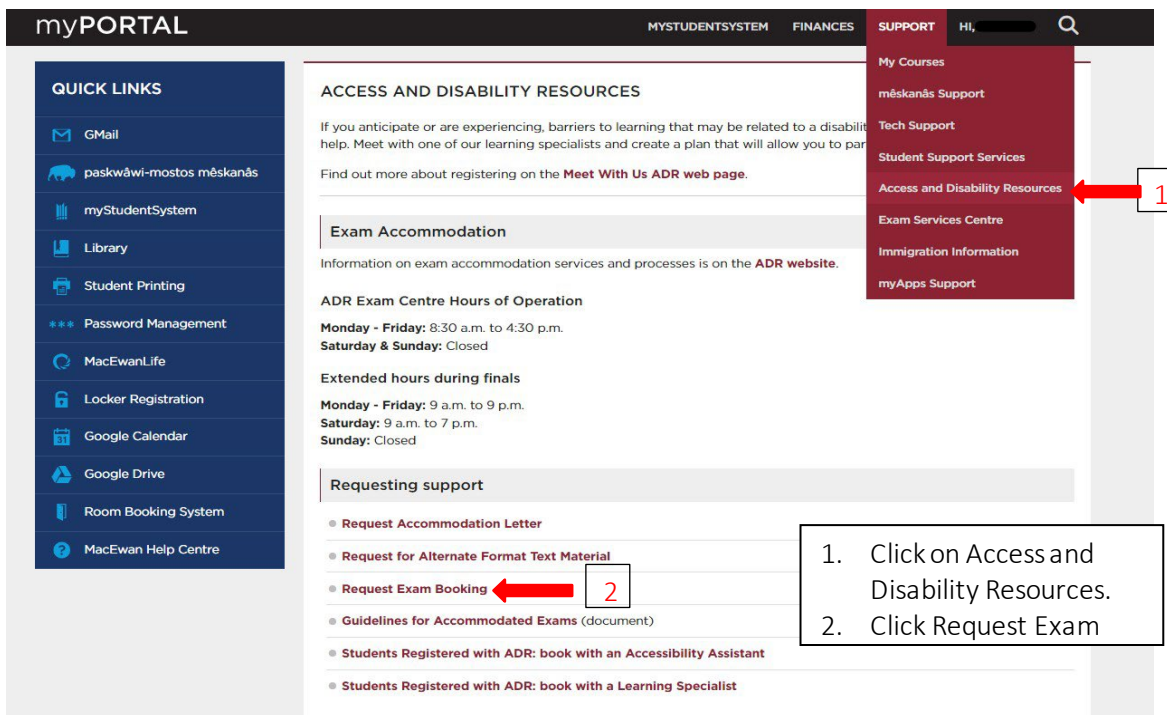
You can access your course using the paskwâwi-mostos mēskanâs menu in myPortal.Macewan.ca. You will be prompted to log in to myPortal@Macewan.ca

2. Check the exam date.

Your instructor posts exam dates on paskwâwi-mostos mēskanâs. You can write your exam within two business days prior to, the day of your scheduled in-class exam or one business day after.

3. Book your exam.

Access the booking system on the Access & Disability Resources page in myPortal and simply click 'Request Exam Booking'



Course/Exam Information

Course: <small>(i.e. ZZZZ000)</small>	<input type="text" value="ANTH101"/>	← 3
Section:	OP95 <input type="button" value="Other"/> <input type="text"/>	← 4
Instructor First/Last Name:	Lisa Mutch	
Type of Test:	Midterm	← 5
Exam Date (The day the Class Writes): <small>(Date must be at least one week away)</small>	1/27/2023 <input type="button" value="Calendar"/>	← 6
Date/Time You'd Like to Write Exam: <small>(Based on exam room seating availability)</small>	Monday Jan 30, 2023 @ 08:30	← 7
Allocated class time for the exam: <small>(Check your course outline or your best estimate)</small>	60 (In Minutes)	← 8
What approved accommodations will you need for this exam:	Exam accommodation	← 9
Additional Information:	<input type="text"/>	
<input type="button" value="Add to Exam Cart"/> to <input type="button" value="Submit Exams"/>		← 10

3. Enter your Course (4 letters followed by 3 numbers), e.g., ABCD123.

4. Enter your Section (2 letters followed by 2 numbers), e.g., AB12.

Your instructor's name should populate automatically.

5. Enter the Type of Test, e.g., Midterm.

6. Enter the Day that your Class Writes.

7. Choose your Exam Date.

8. Enter the length of time of the Exam in minutes, e.g., 180 mins.

Once you have added all exam requests to your cart, click "Proceed to Checkout/Submit Exams" to proceed to the next page where you can submit all your exams to the ADR office

▼ Pending Exam Requests

Course	Section	Instructor	Campus	Type of Test	Exam Date (Class Writes)	Requested Date	Requested Time		
ANTH101	OP95	Lisa Mutch	City Centre	Midterm	Jan 27, 2023	Jan 30, 2023	8:30 AM	Edit	Delete

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itted to protecting the privacy and confidentiality of personal information. Information provided in this web form will be used only for the purpose for which it was provided in conformance with applic
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u once submitted.

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STOP you need to book a minimum 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 your exam on appropriate date and time range

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If you have any questions about the exam booking process, don't hesitate to get in touch with MacEwan Exam Services directly.

Exam Services, Accommodated Exams

Telephone: 780-497-4780

Email: accesssexams@macewan.ca

Website: www.macewan.ca/examservicescentre

Office: 7-198

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