SSD Exam Orientation

• LEARN THE POLICIES AND PROCEDURES OF THE EXAM CENTRE
• LEARN HOW TO BOOK YOUR EXAMS ONLINE
Hours of Operation & Contact Information

**Exam Centre hours:**
- 7:30 am - 7:00 pm Monday to Thursday
- 7:30 am - 4:30 pm Fridays
- Closed Saturday and Sunday
- During **finals only** the exam centre will be open until 9 pm & Saturdays 9 am – 9 pm as per scheduled exams

**Contact us:**
- Exam Admin contact is 780–497-5823
- Email contact is ssd@macewan.ca
Exam Booking Procedure

- Book early!! Don’t wait... Book exams at least 7 days in advance!

- If your booking is late, you will receive a late exam notification via e-mail
  
  - **First Late booking**: your exam is scheduled; however, contact SSD
  
  - **Second or more late bookings**: you will not be able to book further exams until you meet your Learning Specialist.

- Full accommodations are not guaranteed for late bookings
Exam Booking Policy

- If you need to make changes to your booking just email ssd@macewan.ca
  
  (DO NOT SUBMIT A SECOND REQUEST)

- Deferrals are to be coordinated through your instructor and department chair

- E-Campus students follow procedures in course outlines and book online courses through e-campus exams with SSD
How to book your exams – MyPortal Page

After logging into your Portal
Hover on Support Services tab
Click on Students with Disabilities
Handbook for Students with disAbilities

Services to Students with Disabilities
www.macewan.ca/ssd

Documentation of Disability Form for Medical Professionals

Download a version to use on your home computer:
On the left hand side you can access the requests.
Choose: Book Exams Online
When you login, your personal information will be automatically entered.

You have the option to add a secondary phone number, or to change your primary phone number.
1. Enter your course correctly with 4 letters and 3 numbers, no space
2. Choose your section from the drop down menu
3. Instructor name will automatically appear
4. Enter campus and type of test
5. Type exam date or click on calendar

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 SSD office
### Request for Exam Accommodations

#### Course/Exam Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>(i.e. ZZZZ0000)</td>
</tr>
<tr>
<td>Section</td>
<td></td>
</tr>
<tr>
<td>Instructor First/Last Name</td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td></td>
</tr>
<tr>
<td>Type of Test</td>
<td></td>
</tr>
<tr>
<td>Exam Date</td>
<td>(Date must be at least one week away)</td>
</tr>
<tr>
<td>Time Class Writes Exam</td>
<td>(i.e. 1:00pm)</td>
</tr>
<tr>
<td>Time You’d Like to Write Exam</td>
<td>(i.e. 1:00pm)</td>
</tr>
</tbody>
</table>

#### Instructions

6. Enter Time Class Writes Exam
7. Enter the Time You’d Like to Write Exam.
   (Your writing time must overlap with your class; if you have extended time you may have to start earlier than your class; see the next slide for explanation)

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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 SSD office.
Accommodations –
calculating your writing time

- Writing time should **overlap with class** unless permitted by instructor.

- Writing time can begin earlier than class if student has another class following the exam.

  - **example:** Jill’s English class starts writing the exam at 9:00 am but she has another class at 10:00 am. Jill can book her English exam with SSD at **8:30 am** so she does not miss her next lecture.

- If students finish writing at the SSD Exam Centre **before** their class has begun then they must wait in the Exam Centre one half hour into the regular class time.
Accommodations – calculating your writing time

Evening exams

- Quizzes and midterms must be completed by 7:00 pm
- The exam centre is opened until 9:00 pm for **finals** only
- Students need to communicate directly with instructor to coordinate start time if quiz or midterm held midway through class

**Example:** Class is from 6:00 pm – 9:00 pm, you will need to start earlier to be finished writing by 7:00 pm. On Fridays your exam should be completed by 4:30 pm.

- Student will need to get permission to write earlier than 6:00 pm or different day
Inform SSD if the exam is on BlackBoard, if you are requesting a different date, if you have permission to write after the class time, if the exam is a deferral or any other information pertinent to your booking.
Now you are ready to submit your request to the cart.

➢ Click add to Exam Cart
➢ After completing booking/s click Proceed to Checkout/Submit Exams

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 SSD office.
Click submit

Click finished. You will soon see a confirmation of your booking in your Macewan email.
A summary of your exam bookings will appear each time you login.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Instructor</th>
<th>Campus</th>
<th>Type of Test</th>
<th>Exam Date</th>
<th>Class Exam Time</th>
<th>Request Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRVL233</td>
<td>SB02</td>
<td>Carla Lemaire</td>
<td>City Centre</td>
<td>Quiz/Unit Test</td>
<td>Aug 31, 2016</td>
<td>3:00 PM</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>PSYC104</td>
<td>GS05</td>
<td>Sean Rogers</td>
<td>Alberta College</td>
<td>In-class assignment or essay</td>
<td>Sep 14, 2016</td>
<td>6:45 PM</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>PSYC104</td>
<td>OP96</td>
<td>Trudi Ohki</td>
<td>Alberta College</td>
<td>Final</td>
<td>Sep 2, 2016</td>
<td>2:00 PM</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>FNCE404</td>
<td>OP60</td>
<td>James Martin</td>
<td>City Centre</td>
<td>Final</td>
<td>Sep 16, 2016</td>
<td>5:30 PM</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>PHIL102</td>
<td>AS03</td>
<td>Susan Mills</td>
<td>Centre for the Arts</td>
<td>In-class assignment or essay</td>
<td>Aug 26, 2016</td>
<td>12:45 PM</td>
<td>1:45 PM</td>
</tr>
<tr>
<td>PHIL102</td>
<td>AS04</td>
<td>Elzbieta Szymanska-Swiatek</td>
<td>Centre for the Arts</td>
<td>Midterm</td>
<td>Aug 24, 2016</td>
<td>3:15 PM</td>
<td>3:15 PM</td>
</tr>
</tbody>
</table>
Be sure your course is entered with 4 letters and 3 numbers. (ex. ENGL241)

A start time that is after your class has started writing needs instructors permission

Contact SSD if you have any difficulties booking your exam
Final Exams

- During the week of final exams, daytime exams start at **9 am or 1 pm**
- Evening exams must be completed by **9 pm**
- Watch for e-mail reminders for booking finals
- Final exam bookings must be submitted by:
  - **Fall term:** First Wednesday of November
  - **Winter term:** First Wednesday of March
Find your final exam schedule.
Academic Integrity

- Present ID prior to writing every exam at SSD
- Only approved materials are permitted during the exam, all other belongings are locked and/or stored
- SSD notifies the university Academic Integrity co-ordinator of any breach of exam conditions
Day of the Exam

Arrival

- Arrive at SSD Exam Centre with all materials required, 15 minutes prior to scheduled start time
- Writing time begins according to your scheduled exam booking
- Instructor’s permission is required if you arrive 30 minutes after your class has started
- Late arrivals may result in loss of writing time
Questions during Exam

- If you have any questions, we can contact your instructor in classroom or by phone; Educational Assistants escort students to classroom for questions.

- Writing time is extended to access your instructor for questions.
Breaks

- Bathroom breaks are permitted, however an Educational Assistant must be notified.
- Any extended pause or break during the exam must be approved by Learning Specialist and stated as part of student’s regular accommodations.
- Writing time is extended for breaks only if approved by Learning Specialist.
Snacks

- Access to cafeteria and vending machines is not permitted during the exam
- Ensure snacks are quiet and odourless
- Avoid bringing high allergen foods into the exam such as peanuts
EMERGENCY PROCEDURE

Follow the procedure listed below in case of an emergency:

- If an alarm sounds, stop writing and turn your exam papers over.
- Wait for an Educational Assistant’s instructions to vacate the building.
- The Educational Assistant will escort you to the nearest designated evacuation exit.
EMERGENCY PROCEDURE

- Accessing belongings is not permitted except if medication is required
- When safe to return, an Educational Assistant will escort you back to the exam centre
- Missed exam writing time will be added on to account for time lost
*****Book your exams as soon as you know the date*****

***Any questions regarding the exam form, timelines, technical assistance, contact SSD***

Phone: 780 497 – 5823
email: ssd@macewan.ca

OR in person:

7-198 (Exam Administrator)
7-199 (Educational Assistants)

SSD Exam administrator, Educational Assistants and your Learning Specialists are here to help!