



YES

Faculty can access the portal at anytime to confirm the student has registered

NEXT STEPS:

- Using the **portal**, ensure the the student has registered for the correct:
 - Date
 - Time
 - Duration of test for class

Note: ASC Students should write at the same time as the rest of the class unless accommodations state otherwise (e.g.: spacing of tests).

- Complete invigilation instructions and:
 - If paper based, upload test
 - If DC Connect, ensure test will open for the correct length of time and provide correct password in instructions.

Note: For DC Connect assistance, please contact dcconnect@durhamcollege.ca

NO

Student may choose not to use their accommodations, faculty member may email the student to see if they will write with the class, otherwise no further action is required.

ADDITIONAL NOTES & DEADLINES:

The ASC Portal will send an automatic reminder email 6 days prior to test date, please upload test materials to the **portal** upon receipt.

For more information please visit durhamcollege.ca/testcentre.

If you require any assistance please contact testcentre@durhamcollege.ca

NO

Faculty member can use the **missed test** process so students can book through TC

NEXT STEPS:

- Faculty member should complete this **form** listing any/all students eligible to write a missed test, including the deadline to complete the missed test.
- Next, faculty member can direct students to the **TC webpage** for information on how to book their test and inform them of the deadline to complete.
- Once a student books, TC will send a confirmation email to both the student and faculty member.

Note: If DC Connect, ensure test will open for correct student, date, and time.

