



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

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

Only use TC for missed tests if approved and booked by faculty

NEXT STEPS:

- Faculty consult with student to find date and time using our **open session calendar**.
- Once date is confirmed:
 - Complete **this form**
 - Email form and test to testcentre@durhamcollege.ca or whitbytestcentre@durhamcollege.ca.

Note: If DC Connect, ensure test will open for correct student, date, and time.
- TC will send confirmation email with booking # and instructions for student to complete the test.

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.

Missed test requests must be submitted to testcentre@durhamcollege.ca or whitbytestcentre@durhamcollege.ca no less than 3 business days in advance of test date.

For more information please go to durhamcollege.ca/testcentre.

