

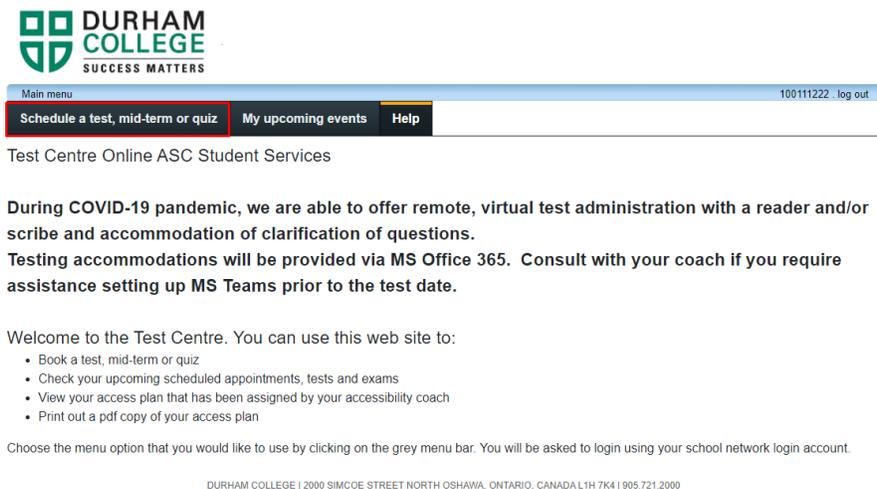
# Durham College ASC Online Test Sign Up

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### 1. Go to Test Centre sign up

In your web browser, navigate to <https://durhamcollege.ca/asc/testsignup>

### 2. Choose 'Schedule a test, mid-term or quiz' option from the left-hand side menu



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Schedule a test, mid-term or quiz My upcoming events Help

Test Centre Online ASC Student Services

During COVID-19 pandemic, we are able to offer remote, virtual test administration with a reader and/or scribe and accommodation of clarification of questions. Testing accommodations will be provided via MS Office 365. Consult with your coach if you require assistance setting up MS Teams prior to the test date.

Welcome to the Test Centre. You can use this web site to:

- Book a test, mid-term or quiz
- Check your upcoming scheduled appointments, tests and exams
- View your access plan that has been assigned by your accessibility coach
- Print out a pdf copy of your access plan

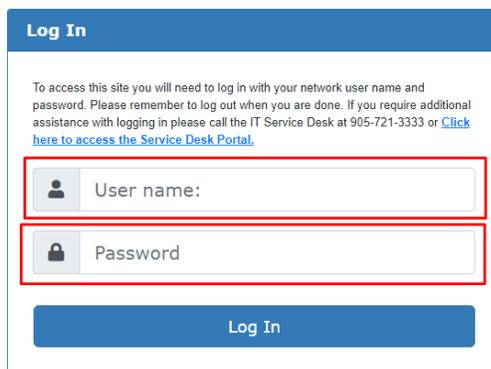
Choose the menu option that you would like to use by clicking on the grey menu bar. You will be asked to login using your school network login account.

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### 3. Log in using your network login information:

**User name:** Your STUDENT ID NUMBER

**Password:** Your SCHOOL NETWORK LOGIN PASSWORD

**Log In**

To access this site you will need to log in with your network user name and password. Please remember to log out when you are done. If you require additional assistance with logging in please call the IT Service Desk at 905-721-3333 or [Click here to access the Service Desk Portal.](#)

User name:

Password

Log In

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### 4. Click 'Log In' button

5. Please read 'Online test booking' information

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**Welcome**

- [1. Select course](#)
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### Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of booking your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

**Virtual testing services are only available for students requiring a reader, scribe or clarification of questions (all other accommodations can be provided by your faculty member). On-Campus testing can be booked in Oshawa Monday - Wednesday 8 am - 6 pm and in Whitby Monday, Wednesday and Thursdays 8 am - 6 pm only. You may need to amend the start time if you want to write in-person.**

**If you experience any issues trying to book your assessment, please contact [testcentre@durhamcollege.ca](mailto:testcentre@durhamcollege.ca) or [whitbytestcentre@durhamcollege.ca](mailto:whitbytestcentre@durhamcollege.ca)**

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully book your test:

1. The name of the course you want to book a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be writing
3. You must be **booking your test a minimum of seven (7) days before the class is writing**

Click the 'Next' button below to get started.

[Next](#) [Cancel](#)

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6. Click the 'Next' button

7. From the drop down menu select the course you would like to schedule a test for

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### 1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course:

test 123 1

[Previous](#) [Next](#) [Cancel](#)

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8. Click the 'Next' button

- Select the day of the test by using the calendar pop up, the appropriate time for the test by using the clock pop up, and the duration of the class test. Note: Indicate the class test duration without your extra time



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[4. Choose accommodations](#)

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[6. Select your test time](#)

[7. Confirm and complete](#)

### 2. Class test date and time

Please specify when the test is taking place. The date and time should be the same as the it is for the class. If the teacher have provided a date range, please enter the date and start time that you would like to write (subject to change if needed due to availability of proctors. Enter class test duration in minutes. Do not include your extra time in the duration you enter here.

**Specify a date and time**

Date of class test:

Time of class test:

Class test duration:  
   
(hours) (minutes)

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- Click the 'Next' button

- Please verify the instructor information and correct anything that is missing or incorrect



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[4. Choose accommodations](#)

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[6. Select your test time](#)

[7. Confirm and complete](#)

### 3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

**Course Info**

test 123 1

**Instructor Info**

**You must enter the instructor email address in order to continue.**

Instructor name:

Instructor email:

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- Click 'Next' button

13. Select the accommodation(s) that you require for the test

The screenshot shows the Durham College Success Matters portal. At the top left is the logo with the text "DURHAM COLLEGE SUCCESS MATTERS". A navigation menu on the left lists steps 1 through 7, with "4. Choose accommodations" highlighted. The main content area is titled "4. Choose accommodations" and contains a note: "Listed below are the accommodation(s) that have already been approved for you by your accessibility coach or case manager. Please check off the accommodation(s) that you feel are necessary for this test." Below this is a section "Available accommodations" with a list of options: "Distraction Reduced Area", "Reader" (checked), "Semi-Private Room (4-6 students)", and "Separate Room". A note states: "\* note: Only accommodations with a check will be used for your test booking." At the bottom right of the content area are buttons for "Previous", "Next", and "Cancel". The footer contains the text: "DURHAM COLLEGE | 2000 SIMCOE STREET NORTH OSHAWA, ONTARIO, CANADA L1H 7K4 | 905.721.2000".

14. Click 'Next' button

15. If required, select your invigilation type for this test.

The screenshot shows the Durham College Success Matters portal. At the top left is the logo with the text "DURHAM COLLEGE SUCCESS MATTERS". A navigation menu on the left lists steps 1 through 7, with "5. Additional Requirements" highlighted. The main content area is titled "5. Additional Requirements" and contains the text: "Please fill in the appropriate information below." and "Please indicate your preferred invigilation type for this test. Please note faculty (your teacher) must approve of the invigilation type." Below this is a dropdown menu with the following options: "Virtual (Remote via MS TEAMS) invigilation", "In-person invigilation", and "Either (no preference)". At the bottom right of the content area are buttons for "Previous", "Next", and "Cancel". The footer contains the text: "DURHAM COLLEGE | 2000 SIMCOE STREET NORTH OSHAWA, ONTARIO, CANADA L1H 7K4 | 905.721.2000".

16. Click 'Next' button

17. Please note the adjusted start or end time of your test if you have extra time as your accommodation. You should see available time listed here. If not, you will get a message about how to contact the Test Centre.



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### 6. Select your test time

Please select a date and time of your test the same as your class unless you have a timetable scheduling conflict and your extra time needs to be adjusted ahead of your class start time. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at: Oshawa Test Centre: testcentre@durhamcollege.ca Whitby students: whitbytestcentre@durhamcollege.ca

**Available dates & times**

**Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.**

Wednesday September 22 . 12:00 PM to 1:00 PM

A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.

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18. If a time has been selected, click 'Next' button

19. Check off the box acknowledging that the information you are submitting is correct and then click 'Finish' button



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### 7. Confirm and complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

**Your tentative test information**

**Tentative test date and time**  
Wed Sep 22, 2021 . 12:00 PM to 1:00 PM (1 h)

**Course information**  
test 123 1

**Instructor**  
Callum Mackintosh . callum.mackintosh@durhamcollege.ca

**Class test date / time**  
Wed Sep 22, 2021 12:00 PM (1 h)

**\* Note: this is not your accommodated writing time**

**Accommodations required**

Reader

**Additional requirements:**

A **Virtual (Remote via MS TEAMS) invigilation**

The information I am submitting is correct to the best of my knowledge.

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**Notes:**

- You may not edit your selections after submission
- Once you have successfully registered, you will receive a confirmation email via DC Mail.
- This email will also indicate the adjusted start or end time of your test
- Instructor will receive an automated email of your test booking
- You may check your successfully scheduled tests by clicking on 'My upcoming events'.
- **Any other inquires can be emailed to [testcentre@durhamcollege.ca](mailto:testcentre@durhamcollege.ca)**