RESPONSIBILITIES AT THE TEST CENTRE

Faculty and students each have an important role to play at the Test Centre and a shared responsibility for student success.

AS A FACULTY MEMBER, IT IS YOUR RESPONSIBILITY TO...
» Provide the Test Centre with scheduled assessment dates, including start time and duration, at the beginning of the semester for students with accommodations.
» Notify students with accommodations of a test date change at least seven days prior to the test.
» Upload all test materials to the portal at least six days prior to the test date.
» Book missed class tests.
  » Missed class test request forms must be received by the Test Centre no less than three business days prior to the re-take date.
  » Missed tests are booked during open sessions only. Refer to the Open Session calendar on the Test Centre website.
  » If a student with extra time is scheduled to write a test past 10 p.m., the start time will be moved earlier.
  » Students are unable to book missed tests on their own.

AS A STUDENT, IT IS YOUR RESPONSIBILITY TO...
» Book all tests and assessments in the Test Centre seven days prior to the test date. Students are strongly encouraged to book their tests and assessments at the start of the semester.
» Ensure your accommodations are up-to-date. Please see your Access and Support Centre coach to do so.
» Bring valid photo ID to each testing session.
» Treat all staff and fellow students with respect and consideration.

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