

Durham College ASC Online Test Sign Up

1. Go to Test Centre website

In your web browser, navigate to <http://www.durhamcollege.ca/testcentre>

2. Click on 'Tests and exams for Students with Disabilities' link

3. Click on 'ASC Test, Mid-term and Final Exam Sign Up' link

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



[Main menu](#)

<p>Information</p> <p>Schedule a test, mid-term or quiz</p> <p>My upcoming events</p> <p>Accommodations</p> <p>Logout</p>	<h2>Test Centre Online ASC Student Services</h2> <p>Welcome to the Test Centre. You can use this web site to:</p> <ul style="list-style-type: none"> • Book a test, mid-term or quiz • Book a final exam • Check your upcoming scheduled appointments, tests and exams • View your access plan that has been assigned by your disability advisor • Print out a pdf copy of your access plan <p>Choose the menu option that you would like to use by clicking on the left hand side of the screen. You will be asked to login using your school network login account.</p>
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5. Log in using your network login information:

User name: Your STUDENT ID NUMBER

Password: Your SCHOOL NETWORK LOGIN PASSWORD



[Main menu](#)

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.

User name:

Password:

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6. Click 'Log In' button
7. Please read 'Online test booking' information



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Welcome

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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.

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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8. Click the 'Next' button
9. 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: FGP 3400 lec 01

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10. Click the 'Next' button

11. Select the day of the test by using the calendar pop up



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2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test: 8/15/2012

Time of class test:

Class test duration:

August 2012

S	M	T	W	T	F	S
31	29	30	31	1	2	3
32	5	6	7	8	9	10
33	12	13	14	15	16	17
34	19	20	21	22	23	24
35	26	27	28	29	30	31
36	2	3	4	5	6	7

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12. Click the 'Next' button

13. Select the appropriate time for the test by using the clock pop up



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2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test: 8/15/2012

Time of class test: 8:00 AM

Class test duration:

Time Picker

8:00 AM	8:15 AM	8:30 AM	8:45 AM	9:00 AM	9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM
12:00 PM	12:15 PM	12:30 PM	12:45 PM	1:00 PM	1:15 PM	1:30 PM	1:45 PM
2:00 PM	2:15 PM	2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM
4:00 PM	4:15 PM	4:30 PM	4:45 PM	5:00 PM	5:15 PM	5:30 PM	5:45 PM
6:00 PM	6:15 PM	6:30 PM	6:45 PM	7:00 PM	7:15 PM	7:30 PM	7:45 PM
8:00 PM	8:15 PM	8:30 PM	8:45 PM	9:00 PM	9:15 PM	9:30 PM	9:45 PM
10:00 PM	10:15 PM	10:30 PM	10:45 PM	11:00 PM	11:15 PM	11:30 PM	11:45 PM

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14. Select duration of the test by either using the slider by clicking and dragging to appropriate time or by typing in the minutes – Note: Indicate the class test duration without your extra time



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2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test:

Class test duration:

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15. Click 'Next' button

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



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3. Confirm instructor information

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

Course Info

FGP 3400 lec 01

Instructor Info

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

Instructor name: (last name, first initial)

Instructor email:



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17. Click 'Next' button

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



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4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your disability advisor or disability counsellor. Please check off the accommodation(s) that you feel are necessary for this test.

Available accommodations

*** note: Only accommodations with a check will be used for your test booking.**

- ☒ Extratime (1.5)
- ☐ Kurzweil
- ☐ MS Word
- ☐ Spelling Dictionary
- ☐ Distraction Reduced Area
- ☐ Dragon
- ☐ Reader
- ☐ Scribe

19. Click 'Next' button

20. Please note the adjusted start or end time of your test if you have extra time as your accommodation



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5. Select a date & time to write

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 testcentre@dc-uoit.ca or 905.721.2000 x2557 or B291C (ask for assistance with test booking).

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 August 15 . 8:00 AM to 9:30 AM

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21. Click 'Next' button

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



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6. Confirm and complete

6. 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 date / time
Wed Aug 15, 2012 8:00 AM (90 minutes)

Course
FGP 3400 lec 01

Instructor
John Smith . John.Smith@durhamcollege.ca

Class test date / time
Wed Aug 15, 2012 8:00 AM (60 minutes)

Accommodations required

Extracurricular (1.5)

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

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Note: 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'.