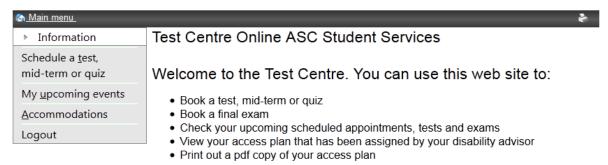
Durham College ASC Online Test Sign Up

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





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.

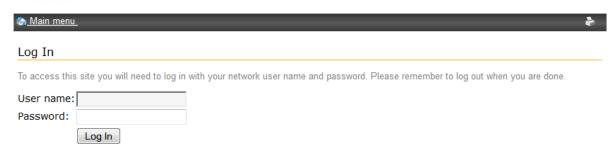
DURHAM COLLEGE | 2000 SIMCOE STREET NORTH OSHAWA, ONTARIO, CANADA L1H 7K4 | 905.721.2000

5. Log in using your network login information:

User name: Your STUDENT ID NUMBER

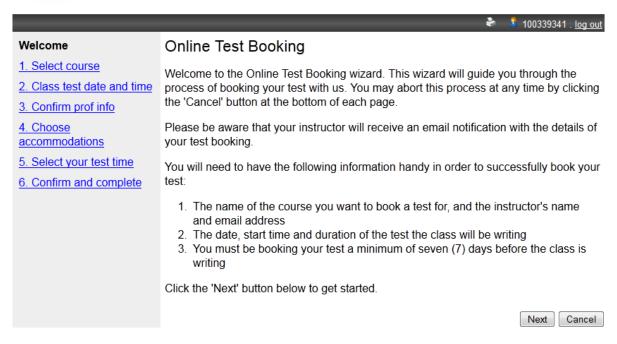
Password: Your SCHOOL NETWORK LOGIN PASSWORD





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





DURHAM COLLEGE | 2000 SIMCOE STREET NORTH OSHAWA, ONTARIO, CANADA L1H 7K4 | 905.721.2000

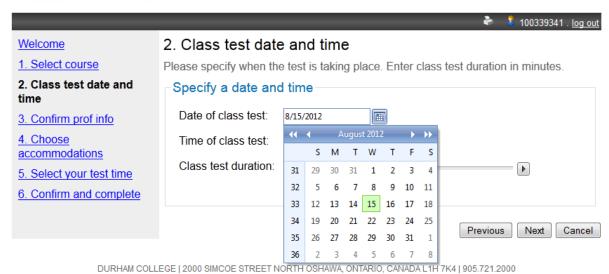
- 8. Click the 'Next' button
- 9. From the drop down menu select the course you would like to schedule a test for





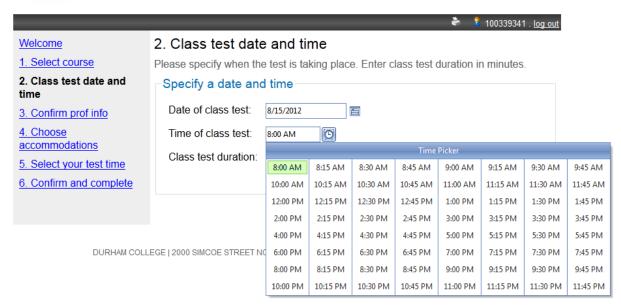
- 10. Click the 'Next' button
- 11. Select the day of the test by using the calendar pop up





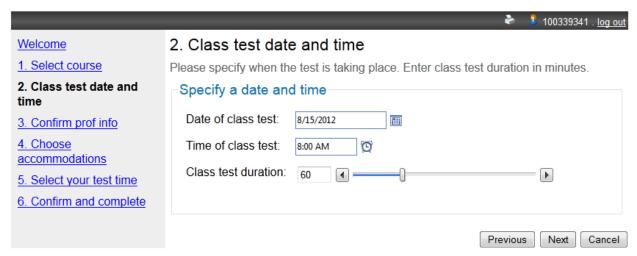
- 12. Click the 'Next' button
- 13. Select the appropriate time for the test by using the clock pop up





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

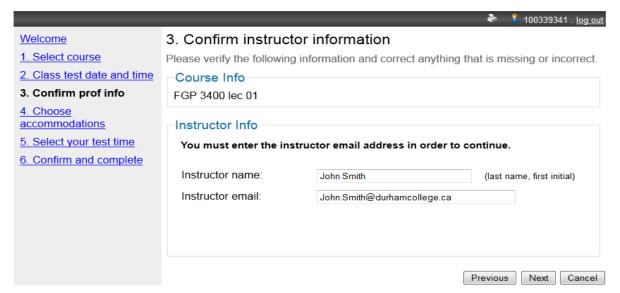




DURHAM COLLEGE | 2000 SIMCOE STREET NORTH OSHAWA, ONTARIO, CANADA L1H 7K4 | 905.721.2000

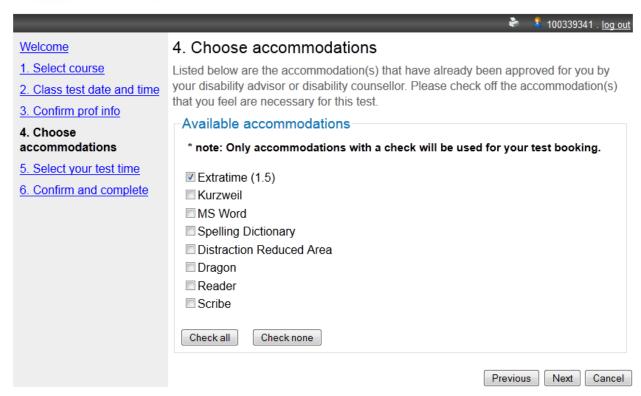
- 15. Click 'Next' button
- 16. Please verify the instructor information and correct anything that is missing or incorrect





- 17. Click 'Next' button
- 18. Select the accommodation(s) that you require for the test



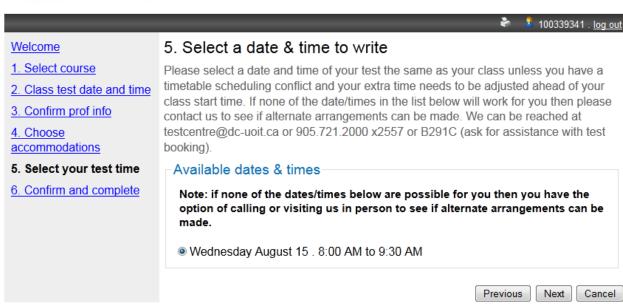


DURHAM COLLEGE | 2000 SIMCOE STREET NORTH OSHAWA, ONTARIO, CANADA L1H 7K4 | 905.721.2000

19. Click 'Next' button

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



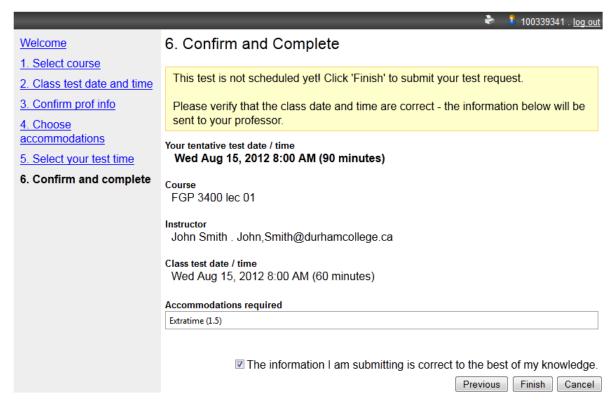


DURHAM COLLEGE | 2000 SIMCOE STREET NORTH OSHAWA, ONTARIO, CANADA L1H 7K4 | 905.721.2000

21. Click 'Next' button

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





DURHAM COLLEGE | 2000 SIMCOE STREET NORTH OSHAWA, ONTARIO, CANADA L1H 7K4 | 905.721.2000

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".