



UNIVERSITY OF
TORONTO

Student Guide 2020-2021

Writing Quizzes, Tests,
Exams, and Online
Assessments
with Accommodations

Accommodated Testing Services

University of Toronto, St. George Campus

In partnership with Accessibility Services

University of Toronto, St. George Campus

Contents

| | |
|---|----|
| Accommodated Testing Services | 3 |
| Online Assessments..... | 3 |
| In-Person Assessments..... | 3 |
| Eligibility..... | 3 |
| Registering for Accommodations | 4 |
| Dates and Deadlines..... | 5 |
| Accommodation Registration Dates and Deadlines | 5 |
| Submitting a Late Request for Accommodations | 6 |
| Online Assessment Accommodations..... | 7 |
| Writing an Online Assessment with Accommodations | 7 |
| Online Assessment Accommodation Confirmation | 7 |
| In-Person Assessment Accommodations | 8 |
| Writing an In-Person Assessment with Accommodations | 8 |
| Booking an On-Site Assessment..... | 8 |
| On-Site Assessment Procedures | 8 |
| Scheduling Conflicts | 9 |
| Academic Conflict: Assessment-Assessment..... | 9 |
| Academic Conflict: Assessment-Synchronous Learning..... | 9 |
| Time Zone Conflict | 9 |
| Make-Up Quizzes, Tests, and Online Assessments..... | 10 |
| Deferred Quizzes, Tests, and Online Assessments | 11 |
| Deferred On-Site Exams | 11 |
| Assessment Abandonment..... | 12 |
| Online Quizzes, Tests, and Assessments | 12 |
| On-Site Exams | 12 |
| Confidentiality..... | 13 |
| Contact Us | 14 |

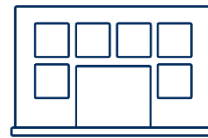
Accommodated Testing Services

Accommodated Testing Services (ATS) is the University of Toronto department that coordinates quiz, term test, final exam, and online assessment accommodations for students with disabilities who are registered with [Accessibility Services](#) on the St. George Campus.



Online Assessments

For your online assessments, Accommodated Testing Services connects with your course instructor or administrator to ensure that your time-based accommodations, including additional writing time and break time (as applicable), are applied. *See Page 7 for more information.*



In-Person Assessments

For your in-person assessments, Accommodated Testing Services coordinates on-campus space that meets the requirements of your accommodations. Accommodated Testing Services' invigilators monitor and provide as-needed support. *See Page 8 for more information.*

Eligibility

- 1 I am registered with [Accessibility Services](#) on the St. George Campus.
- 2 I am authorized for accommodations by my Accessibility Advisor.
- 3 I have accommodations for quizzes, tests, exams, and online assessments.

Registering for Accommodations

Register* with Accommodated Testing Services for each timed assessment to which you need your accommodations applied:

- Quizzes
- Tests
- Exams
- Online assessments

Find the accommodation registration form on [Accommodated Testing Services' website](https://www.lsm.utoronto.ca/ats/) under "Information for Students":

www.lsm.utoronto.ca/ats/



If your online assessment has an availability period that spans more than one day, register for accommodations for the *first date* of the assessment, whether or not you plan to write on the first date.

** Note that being registered with Accessibility Services does not automatically apply your accommodations to your assessments. You are responsible for opting-in to your accommodations on a per-assessment basis by registering for each of your quizzes, tests, exams, and online assessments with Accommodated Testing Services.*

Dates and Deadlines

Accommodation Registration Dates and Deadlines

| Academic Session | Assessment Date | Registration Deadline |
|--|---|---|
| Fall 2020 Term | September 10 - December 9, 2020 | 14 days' notice |
| Fall 2020 Exam & Final Assessment Period | December 10 - December 22, 2020 | November 23, 2020 |
| Winter 2021 Term | January 4 - April 12, 2021 | 14 days' notice |
| Winter 2021 Exam & Final Assessment Period | April 13 - April 30, 2021 | March 29, 2021 |
| Summer 2021 (F) | To be posted online in April 2021 | To be posted online April in 2021 |
| Summer 2021 (S) | To be posted online in April 2021 | To be posted online April in 2021 |

Missed the accommodation registration deadline? See Page 6.

Submitting a Late Request for Accommodations

Missed the accommodation registration deadline?

STEP 1

Complete an [Alternate Registration Form](#) and submit it to Accommodated Testing Services (ATS) or your Accessibility Advisor, as outlined below. Note that accommodations are not guaranteed to late registrants.

Submit your late request for accommodations form to **Accommodated Testing Services**

- My course instructor did not announce the assessment date by the deadline
- My course instructor did not announce the assessment time and/or duration by the deadline
- Make-up assessment scheduled after the deadline
- Deferred assessment scheduled after the deadline

Submit your late request for accommodations form to **Your Accessibility Advisor**

- I missed the deadline for disability-related reasons.
- I registered with Accessibility Services for the first time within the past two weeks.
- I forgot to register for accommodations by the deadline.
- Other

STEP 2

Accommodated Testing Services and/or your Accessibility Advisor will review your *Alternate Registration Form* and inform you of the outcome.

1. **Outcome Option 1:** Your assessment accommodations will be coordinated by Accommodated Testing Services and course staff.
2. **Outcome Option 2:** Your assessment accommodations will not be applied to the assessment in question due to your having missed the accommodation registration deadline.

Online Assessment Accommodations

Writing an Online Assessment with Accommodations

- Register for assessment accommodations with Accommodated Testing Services by the registration deadline.
- After you register for assessment accommodations, Accommodated Testing Services connects with your course instructor or course administrator to determine whether additional writing time is already built-in to the online assessment for all students in the course or whether your time-based accommodations need to be applied to your online assessment.
- If your time-based accommodations need to be applied to your online assessment, either Accommodated Testing Services, your course instructor, or the course administrator will apply them.
 - Accommodations that will be applied, if applicable, include additional writing time, break time, and time-shifting accommodations.
 - Note that details of your accommodations may be shared with your course instructor and/or the course administrator on an as-needed basis.
 - If you have accommodations other than time-based accommodations and you are not sure how to access those accommodations at home during your online assessment, reach out to your Accessibility Advisor at least two weeks before your assessment to discuss.

Online Assessment Accommodation Confirmation

- After your accommodations have been applied to your online assessment, Accommodated Testing Services will e-mail you to confirm that this has been done. Typically, you will receive this e-mail one to two days prior to your assessment.
- Accommodated Testing Services will also e-mail you to tell you if your accommodations have **not** been applied to your assessment for any reason (e.g. additional writing time is already built-in to the assessment duration for all students in the course). Again, you will typically receive this e-mail one to two days prior to your assessment.

In-Person Assessment Accommodations

Writing an In-Person Assessment with Accommodations

Booking an On-Site Assessment

Exam Room 340 in the Exam Centre at 255 McCaul Street is available for booking on an as-needed basis for on-site accommodated assessments.

STEP 1: Register for assessment accommodations with Accommodated Testing Services by the registration deadline. See [Pages 4 and 5](#) for more information.

STEP 2: Contact tes.info@utoronto.ca at least 10 days in advance of the assessment to book on-site accommodations.

On-Site Assessment Procedures

- Arrive at the Exam Centre at least 15 minutes prior to your quiz, test, exam, or online assessment start time (time provided to you in advance), to allow for health and safety protocols and sign-in.
- Call the invigilator from outside the Exam Centre's main entrance on McCaul Street (number provided to you in advance), as the building will be locked for safety and security reasons.
- Confirm with the invigilator that you do not meet COVID-19 self-isolation criteria, then:
 - Sanitize your hands.
 - Wear a mask or face covering at all times (unless you have a medical exemption).
 - Maintain six feet of distance from staff and other students at all times.
- Before, during, and after your assessment, follow the invigilators' directions regarding the assessment (duration, permitted aids, etc.) as well as health and safety protocols.

Scheduling Conflicts

If you foresee a scheduling conflict involving a quiz, test, exam, or online assessment:

- 1 First, register for assessment accommodations with Accommodated Testing Services by the registration deadline.
- 2 Next, after registering for assessment accommodations with Accommodated Testing Services, resolve the conflict as outlined below.

Academic Conflict: Assessment-Assessment

If you have two quizzes, tests, exams, or online assessments that overlap with each other, contact [Accommodated Testing Services](#) at least 10 days in advance of the assessments. Accommodated Testing Services will work with the course instructors and/or course administrators to resolve the conflict and notify you of any assessment scheduling changes.

Academic Conflict: Assessment-Synchronous Learning

If you have a quiz, test, exam, or online assessment that overlaps with synchronous in-person or online learning (e.g. lecture, tutorial, lab, etc.), the assessment takes priority. If attendance at the synchronous in-person or online learning is mandatory, contact **the course instructor and/or course administrator** at least 10 days in advance of the assessment. If the course instructor or course administrator approves you to write the assessment at an alternate time, forward their written permission to [Accommodated Testing Services](#).

Time Zone Conflict

If you currently reside in a time zone other than Eastern Standard Time (i.e. Toronto time) and your upcoming assessment is scheduled in such a way that it poses a time zone conflict (e.g. the assessment is scheduled in the middle of the night in your time zone), contact **the course instructor and/or course administrator** at least 10 days in advance of the assessment. If the course instructor or course administrator approves you to write the assessment at an alternate time, forward their written permission to [Accommodated Testing Services](#).

Make-Up Quizzes, Tests, and Online Assessments

I missed the originally-scheduled quiz, test, or online assessment and I am currently enrolled in the course this term.

- **Contact:** Contact the course instructor and/or course administrator. Only the course instructor or course administrator can approve a make-up sitting.
- **Scheduling:** The make-up assessment must be scheduled by the course instructor or course administrator within the academic term in which you are enrolled in the course.
- **Accommodations:** Register for accommodations for the make-up assessment with Accommodated Testing Services **after** you have permission and have agreed on a date with the course instructor and/or course administrator. See [Pages 4 and 5](#) for more information.

Deferred Quizzes, Tests, and Online Assessments

I missed the originally-scheduled quiz, test, or online assessment and I was enrolled in the course in a previous term.

- **Action:** File a petition to defer the assessment with your College Registrar (Faculty of Arts & Science) or Faculty Registrar (all other academic Divisions). Only the Office of the Registrar can approve a deferred sitting.
- **Scheduling:** The deferred assessment will be scheduled by the Office of the Registrar after the academic term in which you are enrolled in the course.
- **Accommodations:** Register for accommodations for the deferred assessment with Accommodated Testing Services **after** you have been approved and confirmed the date and time. See [Pages 4 and 5](#) for more information.

Deferred On-Site Exams

I missed the originally-scheduled on-site exam.

- **Action:** File a petition to defer the on-site exam with your College Registrar (Faculty of Arts & Science) or Faculty Registrar (all other academic Divisions). Only the Office of the Registrar can approve a deferred sitting.
- **Scheduling:** The deferred on-site exam will be scheduled by the Office of the Registrar after the academic term in which you are enrolled in the course.
- **Accommodations:** Register for accommodations for the deferred on-site exam with Accommodated Testing Services. See [Pages 4 and 5](#) for more information.

Assessment Abandonment

Online Quizzes, Tests, and Assessments

If you begin an online quiz, test, or assessment and then abandon it prior to the end for any reason, contact the course instructor and/or course administrator. Only the course instructor or course administrator can approve a make-up sitting of an online quiz, test, or assessment. If you abandoned for disability-related reasons, copy your Accessibility Advisor on any correspondence.

On-Site Exams

If you begin an on-site exam and then abandon it prior to the end for any reason, file a petition to defer the on-site exam with your College Registrar (Faculty of Arts & Science) or Faculty Registrar (all other academic Divisions). Only the Office of the Registrar can approve a deferred sitting of an on-site exam. If you abandoned for disability-related reasons, copy your Accessibility Advisor on any correspondence.

Confidentiality

Accommodated Testing Services regards all information about students, their accommodations, and their quizzes, tests, exams, and online assessments as confidential.

That said, the following information may be shared with the course instructor and/or a course administrator on an as-needed basis if required to ensure that you receive your accommodations during quizzes, tests, exams, and online assessments:

- your name and student number
- your Accessibility Advisor's name and contact information
- your accommodations (e.g. how much additional time to apply to your assessment)

Contact Us



E-mail: tes.info@utoronto.ca



Telephone: 416-946-8584



Website: <https://lsm.utoronto.ca/ats/>

Administration Office

255 McCaul Street, Exam Room 340

Toronto, ON M5T 1W7

Office Hours: Contact tes.info@utoronto.ca to book an appointment. Note that drop-in office hours have been suspended until further notice.

Exam Centre

255 McCaul Street, Exam Room 340

Toronto, ON M5T 1W7

Exam Centre Hours: Exam Room 340 is available for booking on an as-needed basis for in-person accommodated assessments.