



UNIVERSITY OF
TORONTO

Student Guide 2022-2023

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

Accommodated Testing Services

University of Toronto, St. George Campus

In partnership with Accessibility Services

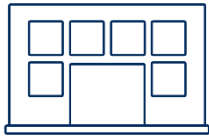
University of Toronto, St. George Campus

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Accommodated Testing Services

Accommodated Testing Services (ATS) coordinates quiz, test, exam, and online assessment accommodations for students with disabilities who are registered with [Accessibility Services](#) and enrolled in St. George Campus courses.



On-Campus Assessments

Accommodated Testing Services (ATS) coordinates on-campus quiz, test, and exam accommodations authorized by Accessibility Services.

Opt-in to your accommodations on a per-assessment basis by registering with ATS for each of your upcoming on-campus quizzes, tests, and exams by the accommodation registration deadline.

See [Page 7](#) for more information.



Online Assessments

Accommodated Testing Services (ATS) coordinates online assessment accommodations authorized by Accessibility Services.

Opt-in to your accommodations on a per-assessment basis by registering with ATS for each of your upcoming online assessments by the accommodation registration deadline.

See [Page 8](#) for more information.

Eligibility

- 1 I am registered with [Accessibility Services](#) on the St. George Campus.
- 2 I am authorized for quiz, test, exam, and online assessment accommodations by my Accessibility Advisor.
- 3 I have registered with Accommodated Testing Services for each quiz, test, exam, and online assessment during which I will require my accommodations.

Registering for Accommodations

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

- Quizzes
- Tests
- Exams
- Online assessments

Find the accommodation registration form on [Accommodated Testing Services' website](#) under *Students*.

* Note that being authorized for quiz, test, exam, and online assessment accommodations by Accessibility Services does *not* automatically apply your accommodations to all of your quizzes, tests, exams, and online assessments. You opt-in to your accommodations on a *per-assessment basis* by registering with Accommodated Testing Services for each of the quizzes, tests, exams, and online assessments during which you will require your accommodations.

Dates and Deadlines

Accommodation Registration Dates and Deadlines

Academic Session	Assessment Date	Registration Deadline
Fall 2022 <i>Term</i>	Thursday, September 1, 2022 to Friday, December 9, 2022	14 days' notice
Fall 2022 <i>Exam & Final Assessment Period</i>	Saturday, December 10, 2022 to Tuesday, December 20, 2022	Friday, November 18, 2022
Winter 2023 <i>Term</i>	Tuesday, January 3, 2023 to Monday, April 10, 2023	14 days' notice
Winter 2023 <i>Exam & Final Assessment Period</i>	Tuesday, April 11, 2023 to Sunday, April 30, 2023	Friday, March 17, 2023
Summer 2023 (F)	To be posted online in April 2023	To be posted online April in 2023
Summer 2023 (S)	To be posted online in April 2023	To be posted online April in 2023

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**

- The assessment date and/or time were not announced until after the accommodation registration deadline.
- I am registering for accommodations for a make-up assessment.
- I am registering for accommodations for a deferred assessment.

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

- A disability-related reason and/or illness prevented me from meeting the accommodation registration deadline.
- I am new to Accessibility Services (within the past two weeks).
- Other

STEP 2

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

1. **Approved:** If your late request for accommodations is approved, your assessment accommodations will be coordinated by Accommodated Testing Services and course staff.
2. **Not Approved:** If your late request for accommodations is not approved, your assessment accommodations will not be applied to the assessment due to your having missed the accommodation registration deadline.

On-Campus Assessment Accommodations

Accommodated Testing Services (ATS) coordinates on-campus quiz, test, and exam accommodations authorized by Accessibility Services.

- **Registration:** Opt-in to your accommodations on a per-assessment basis by registering with ATS for each of your upcoming on-campus quizzes, tests, and exams by the [accommodation registration deadline](#).
- **Confirmation E-mail:** Carefully review your confirmation e-mail for your accommodated assessment writing location and start time. You should receive this confirmation e-mail by 3:00 PM two business days prior to your scheduled writing date. If you do not receive this confirmation e-mail by 3:00 PM two business days prior to your scheduled writing date, contact [Accommodated Testing Services](#) immediately to check the status of your accommodated assessment booking.
- **Writing Location:** Most on-campus accommodated assessments are held at the [Exam Centre](#) at 255 McCaul Street and at the [Chestnut Conference Centre](#) at 89 Chestnut Street. Additional on-campus assessment locations may be used during midterm and final assessment periods. *Review your confirmation e-mail to determine the location of your accommodated assessment.*
- **Start Time:** Most on-campus accommodated assessments are scheduled on the same date and at the same time as the standard class sitting of the assessment. Your accommodated assessment will be rescheduled automatically (a) if necessitated due to your accommodations, or (b) due to space/resource availability at the accommodated assessment location. *Review your confirmation e-mail to determine the time of your accommodated assessment.*
- **Arrival:** Arrive at your assigned writing location at least 15 minutes prior to your assigned start time to allow for sign-in procedures.
- **Invigilation:** Your accommodated assessment will be invigilated by Accommodated Testing Services' invigilators. ATS' invigilators are trained to administer assessments in accordance with the University of Toronto's academic integrity policies and procedures. ATS' invigilators also receive additional, specialized training in administering assessments to students with accommodations. Before, during, and after your assessment, follow the invigilators' instructions (writing time limit, permitted aids, etc.).

Online Assessment Accommodations

Accommodated Testing Services (ATS) coordinates online assessment accommodations authorized by Accessibility Services.

- **Registration:** Opt-in to your accommodations on a per-assessment basis by registering with ATS for each of your upcoming online assessments by the [accommodation registration deadline](#).
- **Online Assessment Date:** If the assessment availability period spans two or more days, register for accommodations for the *first* date that the assessment will become available to students on the online assessment platform. You do not necessarily need to *write* the assessment on the first date, however, registering for accommodations for the first date ensures that your accommodations will be coordinated prior to the assessment availability period beginning.
- **Online Assessment Start Time & Duration:** Register for accommodations for the *earliest* time that the assessment will be available, not the time that the assessment is due or any other time during the assessment availability period. Similarly, enter the standard *writing time limit* (e.g. 30 minutes), not the length of the assessment availability period (e.g. 72 hours).
- **Accommodations:** Accommodated Testing Services will work with the course instructor and/or course administrator to apply your additional writing time, break time, and/or time-shifting accommodations as authorized by Accessibility Services to your online assessment when applicable.
 - Your accommodations will be shared with the course instructor and/or course administrator on a need-to-know basis.
 - Your accommodations during online assessments may differ from your accommodations during in-person assessments. If you have any questions about how your accommodations may be adjusted for online instruction, contact your Accessibility Advisor.
- **Confirmation E-mail:** You will receive a confirmation e-mail after Accommodated Testing Services or course staff have applied your time-based accommodations to your online assessment. You should receive this confirmation e-mail by 3:00 PM one business day prior to your scheduled writing date.

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 one week in advance of the conflict date. Accommodated Testing Services will advise you as to how to resolve the conflict.

Academic Conflict: Assessment-Synchronous Learning

If you have a quiz, test, exam, or online assessment that overlaps with synchronous on-campus or online learning (e.g. lecture, tutorial, lab, etc.), the assessment takes priority. If attendance at the synchronous on-campus or online learning is mandatory, contact the course instructor and/or course administrator at least one week in advance of the conflict date. 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 online assessment is scheduled in such a way that it poses a time zone conflict (e.g. the online assessment is scheduled in the middle of the night in your time zone), contact the course instructor and/or course administrator at least one week in advance of the conflict date. If the course instructor or course administrator approves you to write the online 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 quiz, test, or online assessment date must be scheduled by the course instructor or course administrator within the academic term in which you are enrolled in the course.
- **Accommodations:** To have your accommodations coordinated for a make-up quiz, test, or online assessment, you need to register for accommodations for the make-up sitting date with Accommodated Testing Services. 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 quiz, test, or online 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:** If your petition to defer the quiz, test, or online assessment is approved, the deferred quiz, test, or online assessment date will be scheduled by the Office of the Registrar after the academic term in which you were enrolled in the course.
- **Accommodations:** To have your accommodations coordinated for a deferred quiz, test, or online assessment, you need to register for accommodations for the deferred sitting date with Accommodated Testing Services. See [Pages 4 and 5](#) for more information.

Deferred On-Campus Exams

I missed the originally-scheduled on-campus exam.

- **Action:** File a petition to defer the on-campus 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:** If your petition to defer the on-campus exam is approved, the deferred exam date will be scheduled by the Office of the Registrar after the academic term in which you were enrolled in the course.
- **Accommodations:** To have your accommodations coordinated for a deferred on-campus exam, you need to register for accommodations for the deferred sitting date with Accommodated Testing Services. See [Pages 4 and 5](#) for more information.

Assessment Abandonment

On-Campus Quizzes and Tests

If you begin an on-campus quiz or test but must abandon it prior to the end for any reason (e.g. illness), notify Accommodated Testing Services' invigilator. The invigilator will document that you abandoned the quiz or test and outline the circumstances surrounding the abandonment.

As soon as you are able, contact the course instructor and/or course administrator. Only the course instructor or course administrator can approve a make-up sitting of a quiz or test.

If you abandoned the quiz or test for disability-related reasons, copy your Accessibility Advisor on any correspondence with course staff.

On-Campus Exams

If you begin an on-campus exam but must abandon it prior to the end for any reason (e.g. illness), notify Accommodated Testing Services' invigilator. The invigilator will document that you abandoned the exam and outline the circumstances surrounding the abandonment.

As soon as you are able, file a petition to defer the 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 exam.

If you abandoned the exam for disability-related reasons, inform your Accessibility Advisor that you have filed or will be filing a petition to defer the exam.

Online Assessments

If you begin an online assessment but must abandon it prior to the end for any reason (e.g. illness), as soon as you are able, contact the course instructor and/or course administrator. Only the course instructor or course administrator can approve a make-up sitting of an online assessment.

If you abandoned the online assessment for disability-related reasons, copy your Accessibility Advisor on any correspondence with course staff.

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 course administrator on a need-to-know 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

Frequently Asked Questions

I am authorized for academic accommodations by Accessibility Services. Will my accommodations be automatically coordinated for all of my quizzes, tests, exams, and online assessments?

No. You opt-in to your accommodations on a per-assessment basis by registering with Accommodated Testing Services. See [Pages 4 and 5](#) for more information.

Does Accommodated Testing Services know what my accommodations are?

Yes. Accommodated Testing Services has access to the part of your Accessibility Services file that includes your academic accommodation plan.

Can I just ask the course instructor to give me extra writing time during my quizzes, tests, exams, and online assessments?

No. By design, your Letter of Accommodation does not include your quiz, test, exam, and online assessment accommodations. This is because Accommodated Testing Services, not individual course instructors or other course staff, coordinates these accommodations.

I have a question about quiz, test, exam, or online assessment accommodations. Who should I contact?

E-mail [Accommodated Testing Services](#). Your Accessibility Advisor at Accessibility Services authorizes your academic accommodation plan, but they do not coordinate your accommodated quizzes, tests, exams, and online assessments. You do not need to copy your Accessibility Advisor on e-mails to Accommodated Testing Services.

Contact Us



E-mail: ats.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: 8:45 AM – 5:00 PM

Exam Centre

255 McCaul Street, Exam Room 340

Toronto, ON M5T 1W7

Exam Centre Hours: Exam Room 340 is open and staffed on an as-needed basis for scheduled on-campus accommodated assessments.

Chestnut Conference Centre

89 Chestnut Street, Terrace Room

Toronto, ON M5G 1R1

Conference Centre Hours: The Terrace Room is open and staffed on an as-needed basis for scheduled on-campus accommodated assessments.