



UNIVERSITY OF  
**TORONTO**

# Student Guide 2023-2024

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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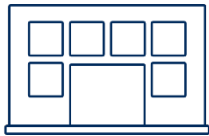
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## Accommodated Testing Services

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 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 on-campus quizzes, tests, and exams by the [accommodation registration deadline](#).



### **Remote Online Assessments**

Accommodated Testing Services (ATS) coordinates remote 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 remote online assessments by the [accommodation registration deadline](#).

### **Eligibility**

To be eligible to write quizzes, tests, exams, and online assessments with accommodations, you must first be registered with and authorized for academic accommodations by [Accessibility Services](#) on the St. George Campus.

***Do you already have accommodations at UTM or UTSC?***

**UTM STUDENTS:** [Transfer my accommodations from UTM to the St. George Campus](#)

**UTSC STUDENTS:** [Transfer my accommodations from UTSC to the St. George Campus](#)

## Registering for Accommodations

### **Opt-In to Your Accommodations**

Opt-in to your accommodations on a per-assessment basis by registering with Accommodated Testing Services in [ACORN](#). Register for each quiz, test, exam, and online assessment during which you will require your accommodations:

- Quizzes, Tests, Exams, & Online Assessments
- Make-up Quizzes, Tests, & Online Assessments
- Deferred Quizzes, Tests, Exams, & Online Assessments

Note the sessional dates and accommodation registration [deadlines](#). If you missed an accommodation registration deadline, submit a [late request for accommodations](#) for consideration. Note that accommodations are not guaranteed to late registrants.

### **Registration with Accommodated Testing Services is Required**

Do not approach your course instructors asking them to provide you with quiz, test, exam, or online assessment accommodations. Accommodated Testing Services coordinates these accommodations, not your course instructors. Your *Letter of Accommodations* excludes your quiz, test, exam, and online assessment accommodations by design for this very reason.

### **Cancellation**

If you will not be writing a quiz, test, exam, or online assessment that you previously registered to write with Accommodated Testing Services, please [inform us by e-mail](#). There is no penalty for cancellation.

### **A Note about Online Assessment Dates, Times, & Durations**

- **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, not the due date or the date that you plan to write. 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 Time:** Similarly, register for accommodations for the *earliest* time that the assessment will become available to students on the online assessment platform, not the due time or the time that you plan to write.
- **Online Assessment Duration:** Regarding the assessment duration, enter the standard *writing time limit* (e.g. 30 minutes), not the length of the assessment availability period (e.g. 72 hours).

## Dates and Deadlines

### **Accommodation Registration Dates and Deadlines**

Note the sessional dates and accommodation registration deadlines below. If you missed an accommodation registration [deadline](#), submit a [late request for accommodations](#) for consideration. Note that accommodations are not guaranteed to late registrants.

<b>Academic Session</b>	<b>Assessment Date</b>	<b>Registration Deadline</b>
Fall 2023 <i>Term</i>	Tuesday, September 5, 2023 to Friday, December 1, 2023	14 days' notice
Fall 2023 <i>Exam &amp; Final Assessment Period</i>	Saturday, December 2, 2023 to Wednesday, December 20, 2023	Friday, November 17, 2023
Winter 2024 <i>Term</i>	Tuesday, January 2, 2024 to Monday, April 10, 2024	14 days' notice
Winter 2024 <i>Exam &amp; Final Assessment Period</i>	Wednesday, April 10, 2024 to Friday, May 3, 2024	Friday, March 15, 2024
Summer 2024 (F)	To be posted <a href="#">online</a> in April 2024	To be posted <a href="#">online</a> April in 2024
Summer 2024 (S)	To be posted <a href="#">online</a> in April 2024	To be posted <a href="#">online</a> April in 2024

## Submitting a Late Request for Accommodations

### STEP 1

If you missed an accommodation registration [deadline](#), submit a [late request for accommodations](#) for consideration. 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.
- You are registering for accommodations for a make-up assessment.
- You are 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 you from meeting the accommodation registration deadline.
- You are new to Accessibility Services (within the past two weeks).
- Other

### STEP 2

Accommodated Testing Services and/or your Accessibility Advisor will review your late request for accommodations and inform you of the outcome.

1. **Approved:** If your late request for accommodations is approved, you will receive accommodations during the assessment. Accommodated Testing Services will coordinate your accommodations.
2. **Not Approved:** If your late request for accommodations is not approved, you will not receive accommodations during the assessment. Accommodations are not guaranteed to late registrants.



## Accommodated On-Campus Assessments

### **Confirmation E-mails (Campus)**

Accommodated Testing Services will send you a confirmation e-mail two business days prior to each on-campus quiz, test, or exam that you have registered to write with accommodations in [ACORN](#). Your confirmation e-mail will contain the date, time, and on-campus location of your accommodated assessment.

### **Assessment Location (Campus)**

When you register in [ACORN](#) to write an on-campus quiz, test, or exam with accommodations, your accommodated assessment will be administered by Accommodated Testing Services at a location that is separate from your classmates' assessment. The location of your accommodated assessment will be communicated to you in the confirmation e-mail that you receive from Accommodated Testing Services two business days prior to the assessment.

Accommodated Testing Services' primary on-campus location is in the [Exam Centre](#) in Exam Room 340, with additional seats in Exam Room 300. View photos of EX340 and EX300 in our [image gallery](#).

Note that in addition to the Exam Centre, accommodated quizzes, tests, and exams may also be scheduled in alternate buildings on the [St. George Campus](#).

### **Assessment Start Time (Campus)**

When you register in [ACORN](#) to write an on-campus quiz, test, or exam with accommodations, your accommodated assessment will be scheduled by Accommodated Testing Services at a time that may or may not be the same time as your classmates' assessment. The time of your accommodated assessment will be communicated to you in the confirmation e-mail that you receive from Accommodated Testing Services two business days prior to the assessment.

There are five circumstances in which Accommodated Testing Services will automatically reschedule your accommodated assessment:

**1. ASSESSMENT/LECTURE CONFLICT – BEFORE**

If course staff inform Accommodated Testing Services that there is a lecture (or tutorial, or lab) immediately prior to an on-campus assessment, Accommodated Testing Services will reschedule your assessment on the same date at a later time to ensure that you are able to attend both the lecture (or tutorial, or lab) and the assessment. Typically, 15 minutes of travel time is offered. However, if you will require more travel time for disability-related reasons, simply inform Accommodated Testing Services by e-mail in advance of the assessment date.

**2. ASSESSMENT/LECTURE CONFLICT – AFTER**

If course staff inform Accommodated Testing Services that there is a lecture (or tutorial, or lab) immediately following an on-campus assessment, Accommodated Testing Services will reschedule your assessment on the same date at an earlier time to ensure that with your additional writing time and/or break time applied to the standard assessment duration, you are able to attend both the assessment and the lecture (or tutorial, or lab). Typically, 15 minutes of travel time is offered. However, if you will require more travel time for disability-related reasons, simply inform Accommodated Testing Services by e-mail in advance of the assessment date.

**3. END OF DAY**

If with your additional writing time and/or break time applied to the standard assessment duration, your accommodated assessment is scheduled to end after 10:30 PM, Accommodated Testing Services will reschedule your assessment on the same date at an earlier time so it is scheduled to end by no later than 10:30 PM.

**4. TIME-SPECIFIC ACCOMMODATION**

If you are authorized for a time-specific accommodation that necessitates the rescheduling of certain accommodated assessments, when your time-specific accommodation conflicts with the scheduled time of the standard assessment, Accommodated Testing Services will reschedule your assessment to meet the requirements of the accommodation. Time-specific accommodations include "AM Only", "PM Only", "11:00 AM Start", "12:00 PM Start", "6:00 PM End", "One Test/Exam Per Day", "One Day between Tests/Exams", and "Two Days between Tests/Exams".

## **5. SPACE & RESOURCE AVAILABILITY**

During undergraduate midterm test and final exam periods, Accommodated Testing Services may reschedule your accommodated assessment on the same date up to one hour earlier than the scheduled time of the standard assessment if required due to space and resource availability.

### **Invigilation (Campus)**

When you register in [ACORN](#) to write an on-campus quiz, test, or exam with accommodations, your accommodated assessment will be administered by Accommodated Testing Services' invigilators. Our invigilators are all University of Toronto Master's and PhD students who are trained to administer quizzes, tests, and exams in accordance with the University's academic integrity policies and procedures. Our invigilators also receive additional, specialized training in proctoring accommodated assessments for students with disabilities.

### **Arrival (Campus)**

Report to the on-campus location of your accommodated assessment 15 minutes prior to the time specified in the confirmation e-mail that you received from Accommodated Testing Services. Check-in by presenting your [TCard](#) to Accommodated Testing Services staff at the assessment location. You may be asked to wait in the lobby until the invigilator is ready to call you in.

Just before signing-in, Accommodated Testing Services staff will ask you to place all personal belongings - including your bag, coat or jacket, and cell phone - in a designated locker or cubby. Please leave valuables at home.

### **Signing-In (Campus)**

The invigilator will sign you in to the accommodated assessment location one-on-one. They will review the assessment instructions and your accommodations with you. You will be asked to sign a declaration asserting that you:

- understand the assessment conditions
- understand your accommodations

- are not in possession of any unauthorized aids or unauthorized electronic devices (e.g. notes, cell phone)

At this time, the invigilator will be happy to answer any questions that you may have. They will then escort you to your assigned seat.

### **Accommodations (Campus)**

Accommodated Testing Services has access to the part of your file with [Accessibility Services](#) that contains your quiz, test, exam, and online assessment accommodations. You do not need to present a copy of your *Letter of Accommodations* or otherwise inform Accommodated Testing Services staff of the contents of your academic accommodation plan. Accommodated Testing Services already has this information.

### **Duration Extensions (Campus)**

If your academic accommodation plan includes additional writing time during quizzes, tests, and exams, the invigilator will determine and advise you of your accommodated assessment duration extension. Your duration extension is calculated by multiplying the standard assessment duration in minutes by the amount of additional writing time specified by your Accessibility Advisor.

For example, if the standard assessment has a duration of 60 minutes and your academic accommodation plan includes 1.25x additional writing time, your accommodated assessment will have a duration extension of 15 minutes, for a total assessment duration of 75 minutes.

### **Breaks (Campus)**

If your academic accommodation plan includes supervised break time during quizzes, tests, and exams, please note the following guidelines:

- Always notify the invigilator at the start and at the end of each break.
- The invigilator will document the start and end times of your break.
- Take your breaks in the designated break area or in the designated washroom at the assessment location.
- You may not remain at your seat during a break.

- You may not exit the assessment location during a break.
- Leave quiz, test, and exam materials at your seat. You may not have any assessment materials whatsoever in your possession during a break.
- Communicate only with the invigilator and Accommodated Testing Services staff during a break.
- You may take breaks at any time throughout your assessment up to the maximum amount of break time specified by your Accessibility Advisor.

### **Washroom (Campus)**

If you need to use the washroom during your accommodated assessment, please note the following guidelines:

- Always notify the invigilator at the start and at the end of each washroom break.
- The invigilator will direct you to the designated washroom at the assessment location.
- Leave quiz, test, and exam materials at your seat. You may not have any assessment materials whatsoever in your possession during a washroom break.

### **Questions (Campus)**

If you have a question during your accommodated assessment, notify the invigilator. The invigilator will attempt to put you in contact with course staff (e.g. coordinator, instructor, TA) by telephone.

### **Illness (Campus)**

If you feel unwell during your accommodated assessment, notify the invigilator. Depending on the circumstances, the invigilator will:

- Offer you a supervised, stopped-clock break.
- Offer you a couch or mat (if available) to rest on.
- Offer you water, a cold/hot pack, earplugs, and/or a fan (if available).
- Offer you monitored access to any drink, food, or medication that you may have brought with you.
- Advise you of and guide you through the quiz, test, or exam abandonment process.
- Summon medical assistance (i.e. call 911).

## **Abandonment (Campus)**

### **On-Campus Quizzes & 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.

## **Signing-Out (Campus)**

The invigilator will sign you out of the accommodated assessment location one-on-one. You will be asked to sign a checklist confirming the assessment materials that you are submitting. If you used a computer to type your assessment responses, you must tell the invigilator at sign-out to ensure that your typed work is printed and included with your assessment submission.

The invigilator will then return your TCard and, unless advised otherwise, you are free to leave.

## **Sequestering (Campus)**

When your accommodated assessment is scheduled to begin before the scheduled time of the standard assessment, you are required to remain sequestered and supervised at the assessment location per the guidelines below:

### **Quizzes & Tests**

- Remain sequestered and supervised until at least 15 minutes past the scheduled start time of the standard assessment.

### **Exams**

- Remain sequestered and supervised until at least 45 minutes past the scheduled start time of the standard assessment.

## **Academic Integrity (Campus)**

### **Location Access**

Only students writing accommodated assessments and Accommodated Testing Services staff are permitted into accommodated assessment locations. Exceptions may be made for select course staff (e.g. course instructors, TAs) and pre-authorized student support personnel (e.g. readers, scribes, interpreters).

### **Photo Identification**

Check-in at your accommodated assessment location by presenting your University of Toronto photo ID (TCard) to Accommodated Testing Services staff. The invigilator will return your TCard after your assessment.

### **Personal Belongings**

All personal belongings - including your bag, coat or jacket, and cell phone - must be placed in a designated locker or cubby. Please leave valuables at home.

## **Communication**

During your accommodated assessment, you may only communicate with the invigilator and Accommodated Testing Services staff. Exceptions may be made for select course staff (e.g. course instructors, TAs) and pre-authorized student support personnel (e.g. readers, scribes, interpreters).

## **Supervision**

During your accommodated assessment, you must remain supervised at the assessment location. You may not leave the location unescorted for any reason, including to use the washroom.

## **Unauthorized Aids**

You may not use, view, or have in your possession any materials or electronic devices except those authorized by the invigilator.

- Unauthorized materials may include, but are not limited to: books, class notes, aid sheets, and course-related material written on your belongings, clothing, or body.
- Unauthorized electronic devices may include, but are not limited to, any device that has internet/wireless/Bluetooth connectivity or otherwise may communicate with another person or device inside or outside of the accommodated assessment location. The most obvious examples include cell phones, tablets/laptops, smart technology including smart watches or fitness devices with connectivity, and so forth.
- Exceptions will be made for pre-authorized medical devices (e.g. insulin pump and Dexcom receiver) when outlined in your academic accommodation plan.

## **Academic Penalties**

Students who use, view, or have in their possession any unauthorized materials or electronic devices while their accommodated assessment is in progress - or who assist or obtain assistance from other students or from any unauthorized source - are liable to academic penalties under the University's Code of Behaviour on Academic Matters.



## **Assessment Conclusion**

At the conclusion of your accommodated assessment, all writing/typing shall cease. Failing to stop writing/typing when instructed to do so by the invigilator will be reported and may be penalized as an academic offense.

# Accommodated Remote Online Assessments

## **Confirmation E-mails (Remote)**

Accommodated Testing Services will send you a confirmation e-mail when your time-based accommodations for the assessment in question are programmed into the online assessment platform. This will typically occur one business day prior to each online assessment that you have registered to write with accommodations in [ACORN](#).

## **Assessment Location (Remote)**

When you register in [ACORN](#) to write an online assessment with accommodations, if your classmates are writing the assessment remotely from home (or another self-arranged location), you will write the assessment remotely from home (or another self-arranged location) as well.

## **Assessment Start Time (Remote)**

When you register in [ACORN](#) to write an online assessment with accommodations, your accommodated online assessment will be scheduled by Accommodated Testing Services at a time that may or may not be the same time as your classmates' online assessment.

There are three circumstances in which Accommodated Testing Services will automatically reschedule your accommodated online assessment:

### **1. ASSESSMENT/LECTURE CONFLICT – BEFORE**

If course staff inform Accommodated Testing Services that there is a lecture (or tutorial, or lab) immediately prior to an online assessment, Accommodated Testing Services will reschedule your assessment on the same date at a later time to ensure that you are able to attend both the lecture (or tutorial, or lab) and the assessment.

## **2. ASSESSMENT/LECTURE CONFLICT – AFTER**

If course staff inform Accommodated Testing Services that there is a lecture (or tutorial, or lab) immediately following an online assessment, Accommodated Testing Services will reschedule your assessment on the same date at an earlier time to ensure that with your additional writing time and/or break time applied to the standard assessment duration, you are able to attend both the assessment and the lecture (or tutorial, or lab).

## **3. TIME-SPECIFIC ACCOMMODATION**

If you are authorized for a time-specific accommodation that necessitates the rescheduling of certain accommodated online assessments, when your time-specific accommodation conflicts with the scheduled time of the standard assessment, Accommodated Testing Services will reschedule your assessment to meet the requirements of the accommodation. Time-specific accommodations include "AM Only", "PM Only", "11:00 AM Start", "12:00 PM Start", "6:00 PM End", "One Test/Exam Per Day", "One Day between Tests/Exams", and "Two Days between Tests/Exams".

### **Accommodations (Remote)**

If the standard online assessment is being administered remotely, your time-based accommodations (i.e. writing time, break time, and time-specific accommodations) will be applied to the online assessment if applicable. Note that it is understood that your academic accommodation plan may need to be adjusted for online instruction, and resultantly, your accommodations for online assessments may differ from your accommodations for on-campus quizzes, tests, and exams. If you have any questions about how your accommodations may be adjusted for online instruction, please contact your Accessibility Advisor at [Accessibility Services](#).

### **Duration Extensions (Remote)**

When you register in [ACORN](#) to write an online assessment with accommodations, if your academic accommodation plan includes additional writing time and/or break time during online assessments, your authorized duration extension (including both additional writing time and break time, if applicable) will be programmed into the online assessment platform. Your duration extension is calculated by multiplying the standard assessment duration in minutes by the amount of additional writing time specified by your Accessibility Advisor, then adding your break time.

For example, if the standard online assessment has a duration of 60 minutes and your academic accommodation plan includes 1.25x additional writing time and one 10-minute break per hour, your accommodated online assessment will have a duration extension of 28 minutes, for a total assessment duration of 88 minutes.

### **Breaks (Remote)**

Breaks taken during remotely-administered online assessments are self-monitored. That is, your authorized break time is built-in to the overall accommodated assessment duration. You may take breaks at your discretion throughout the assessment. You do not need to document or report your break time during remotely-administered online assessments.

### **Abandonment (Remote)**

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.

## Rescheduling Quizzes, Tests, Exams & Online Assessments

### **Make-up Quizzes, Tests, & 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.

### **Deferred Quizzes, Tests, & 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.

## **Deferred 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.

## **Academic Conflicts**

When you register in [ACORN](#) to write a quiz, test, exam, or online assessment with accommodations, your accommodated assessment will be scheduled by Accommodated Testing Services. Resultantly, any questions, concerns, or requests having to do with academic conflicts should first be directed to Accommodated Testing Services - not to course staff or the Office of the Faculty Registrar.

### **1. ASSESSMENT/LECTURE CONFLICT – BEFORE**

If you inform Accommodated Testing Services that there is a lecture (or tutorial, or lab) immediately prior to an on-campus assessment, Accommodated Testing Services will ask you to forward written permission from the course instructor to reschedule your assessment on the same date at a later time to ensure that you are able to attend both the lecture (or tutorial, or lab) and the assessment. Typically, 15 minutes of travel time is offered. However, if you will require more travel time for disability-related reasons, simply inform Accommodated Testing Services by e-mail in advance of the assessment date.

### **2. ASSESSMENT/LECTURE CONFLICT – AFTER**

If you inform Accommodated Testing Services that there is a lecture (or tutorial, or lab) immediately following an on-campus assessment, Accommodated Testing Services will reschedule your assessment on the same date at an earlier time to ensure that with your additional writing time and/or break time applied to the standard assessment

duration, you are able to attend both the assessment and the lecture (or tutorial, or lab). Typically, 15 minutes of travel time is offered. However, if you will require more travel time for disability-related reasons, simply inform Accommodated Testing Services by e-mail in advance of the assessment date.

### **3. DIRECT CONFLICTS**

- A direct conflict occurs when you have two on-campus assessments and/or online assessments scheduled at the same time. If you foresee a direct conflict, notify Accommodated Testing Services by e-mail with at least two weeks' notice.
- To resolve a conflict involving a quiz, test, or online assessment, you will also need to contact course staff (e.g. course coordinator, course instructor) to request permission to write during an alternate sitting or to complete a make-up quiz/test/assessment. Once authorized by course staff, you should then [re-register with Accommodated Testing Services](#) to receive accommodations during the alternate sitting or make-up quiz/test/assessment.
- To resolve a conflict involving an exam, Accommodated Testing Services will reschedule your exam(s) as needed within the pre-established rescheduling parameters outlined by your Division's Office of the Faculty Registrar.

### **4. THREE-IN-A-ROW CONFLICTS**

- A three-in-a-row conflict occurs when you have three exams or online assessments scheduled in three consecutive timeslots (e.g. afternoon, evening, and next morning). If you foresee a three-in-a-row conflict, notify Accommodated Testing Services by e-mail with at least two weeks' notice.
- To resolve a conflict involving a quiz, test, or online assessment, you will also need to contact course staff (e.g. course coordinator, course instructor) to request permission to write during an alternate sitting or to complete a make-up quiz/test/assessment. Once authorized by course staff, you should then [re-register with Accommodated Testing Services](#) to receive accommodations during the alternate sitting or make-up quiz/test/assessment.
- To resolve a conflict involving an exam, Accommodated Testing Services will reschedule your exam(s) as needed within the pre-established rescheduling parameters outlined by your Division's Office of the Faculty Registrar.

## **Religious Observance Conflicts**

It is the [policy of the University of Toronto](#) to arrange reasonable accommodations for those students whose scheduled quizzes, tests, exams, and online assessments conflict with a religious holy day that they are observing.

When you register in [ACORN](#) to write a quiz, test, exam, or online assessment with accommodations, your accommodated assessment will be scheduled by Accommodated Testing Services. Resultantly, any questions, concerns, or requests having to do with religious observance conflicts should first be directed to Accommodated Testing Services - not to course staff or the Office of the Faculty Registrar.

- To resolve a religious conflict involving a quiz, test, or online assessment, you will need to contact course staff (e.g. course coordinator, course instructor) to request permission to write during an alternate sitting or to complete a make-up quiz/test/assessment. Once authorized by course staff, you should then [re-register with Accommodated Testing Services](#) to receive accommodations during the alternate sitting or make-up quiz/test/assessment.
- To resolve a religious conflict involving an exam, Accommodated Testing Services will reschedule your exam(s) as needed within the pre-established rescheduling parameters outlined by your Division's Office of the Faculty Registrar.



## Time-Specific Accommodations

### **AM Writing Only**

When your Accessibility Advisor includes the "AM Writing Only" accommodation in your academic accommodation plan and you register to write a quiz, test, exam, or online assessment with Accommodated Testing Services, your accommodated assessment will be scheduled as outlined below.

### **ON-CAMPUS QUIZZES, TESTS, & EXAMS**

- If the standard on-campus quiz, test, or exam start time is at or before 11:59 AM, your accommodated quiz, test, or exam start time will remain as-is.
- If the standard on-campus quiz, test, or exam start time is at or after 12:00 PM, your accommodated quiz, test, or exam will be rescheduled to the following business day between 8:00 AM and 9:00 AM. Note that during final exam periods in December, April, June, and August, the following business day may be a Saturday.

### **REMOTE ONLINE ASSESSMENTS**

- If the standard online assessment start time is at or before 11:59 AM, your accommodated online assessment start time will remain as-is.
- If the standard online assessment start time is at or after 12:00 PM, your accommodated online assessment will be rescheduled to the following day (excluding statutory holidays) at 9:00 AM.

## **PM Writing Only**

When your Accessibility Advisor includes the "PM Writing Only" accommodation in your academic accommodation plan and you register to write a quiz, test, exam, or online assessment with Accommodated Testing Services, your accommodated assessment will be scheduled as outlined below.

### **ON-CAMPUS QUIZZES, TESTS, & EXAMS**

- If the standard on-campus quiz, test, or exam start time is at or after 12:00 PM, your accommodated quiz, test, or exam start time will remain as-is.
- If the standard on-campus quiz, test, or exam start time is at or before 11:59 AM, your accommodated quiz, test, or exam will be rescheduled to the same day between 1:00 PM and 2:00 PM.

### **REMOTE ONLINE ASSESSMENTS**

- If the standard online assessment start time is at or after 12:00 PM, your accommodated online assessment start time will remain as-is.
- If the standard online assessment start time is at or before 11:59 AM, your accommodated online assessment will be rescheduled to the same day at 2:00 PM.

## **11:00 AM Start**

When your Accessibility Advisor includes the "11:00 AM Start" accommodation in your academic accommodation plan and you register to write a quiz, test, exam, or online assessment with Accommodated Testing Services, your accommodated assessment will be scheduled as outlined below.

### **ON-CAMPUS QUIZZES, TESTS, & EXAMS**

- If the standard on-campus quiz, test, or exam start time is at or before 10:59 AM, your accommodated quiz, test, or exam will be rescheduled to the same day at 11:00 AM.
- If the standard on-campus quiz, test, or exam start time is between 11:00 AM and 11:15 AM, your accommodated quiz, test, or exam start time will remain as-is.
- If the standard on-campus quiz, test, or exam start time is at or after 11:16 AM, your accommodated quiz, test, or exam will be rescheduled to the following business day at 11:00 AM. Note that during final exam periods in December, April, June, and August, the following business day may be a Saturday.

### **REMOTE ONLINE ASSESSMENTS**

- If the standard online assessment start time is at or before 10:59 AM, your accommodated online assessment will be rescheduled to the same day at 11:00 AM.
- If the standard online assessment start time is between 11:00 AM and 11:15 AM, your accommodated online assessment start time will remain as-is.
- If the standard online assessment start time is at or after 11:16 AM, your accommodated online assessment will be rescheduled to the following day (excluding statutory holidays) at 11:00 AM.

## **12:00 PM Start**

When your Accessibility Advisor includes the "12:00 PM Start" accommodation in your academic accommodation plan and you register to write a quiz, test, exam, or online assessment with Accommodated Testing Services, your accommodated assessment will be scheduled as outlined below.

### **ON-CAMPUS QUIZZES, TESTS, & EXAMS**

- If the standard on-campus quiz, test, or exam start time is at or before 11:59 AM, your accommodated quiz, test, or exam will be rescheduled to the same day at 12:00 PM.
- If the standard on-campus quiz, test, or exam start time is between 12:00 PM and 12:15 PM, your accommodated quiz, test, or exam start time will remain as-is.
- If the standard on-campus quiz, test, or exam start time is at or after 12:16 PM, your accommodated quiz, test, or exam will be rescheduled to the following business day at 12:00 PM. Note that during final exam periods in December, April, June, and August, the following business day may be a Saturday.

### **REMOTE ONLINE ASSESSMENTS**

- If the standard online assessment start time is at or before 11:59 AM, your accommodated online assessment will be rescheduled to the same day at 12:00 PM.
- If the standard online assessment start time is between 12:00 PM and 12:15 PM, your accommodated online assessment start time will remain as-is.
- If the standard online assessment start time is at or after 12:16 PM, your accommodated online assessment will be rescheduled to the following day (excluding statutory holidays) at 12:00 PM.

## **6:00 PM End**

When your Accessibility Advisor includes the "6:00 PM End" accommodation in your academic accommodation plan and you register to write a quiz, test, exam, or online assessment with Accommodated Testing Services, your accommodated assessment will be scheduled as outlined below.

### **ON-CAMPUS QUIZZES, TESTS, & EXAMS**

- If with your authorized additional writing time and/or break time applied the standard on-campus quiz, test, or exam is scheduled to conclude at or before 6:15 PM, your accommodated quiz, test, or exam start time will remain as-is.
- If with your authorized additional writing time and/or break time applied the standard on-campus quiz, test, or exam is scheduled to conclude at or after 6:16 PM, your accommodated quiz, test, or exam will be rescheduled to the following business day between 8:00 AM and 9:00 AM. Note that during final exam periods in December, April, June, and August, the following business day may be a Saturday.

### **REMOTE ONLINE ASSESSMENTS**

- If with your authorized additional writing time and/or break time applied the standard online assessment is scheduled to conclude at or before 6:15 PM, your accommodated quiz, test, or exam start time will remain as-is.
- If with your authorized additional writing time and/or break time applied the standard online assessment is scheduled to conclude at or after 6:16 PM, your accommodated online assessment will be rescheduled to the following business day at 9:00 AM.

## **One Test/Exam Per Day**

When your Accessibility Advisor includes the "One Test/Exam Per Day" accommodation in your academic accommodation plan and you register with Accommodated Testing Services to write two or more St. George Campus quizzes, tests, exams, or online assessments that are scheduled on the same date, your accommodated assessment(s) will be scheduled as outlined below.

### **ON-CAMPUS QUIZZES, TESTS, & EXAMS**

- The later assessment chronologically will be rescheduled to the following business day between 8:00 AM and 9:00 AM. If the assessments are scheduled on the same date at the same time, the assessment for the course with the alphabetically-later code prefix will be rescheduled. Note that during final exam periods in December, April, June, and August, the following business day may be a Saturday.

### **REMOTE ONLINE ASSESSMENTS**

- The later online assessment chronologically will be rescheduled to the following day (excluding statutory holidays) at 9:00 AM. If the online assessments are scheduled on the same date at the same time, the assessment for the course with the alphabetically-later code prefix will be rescheduled.

## **One Day Between Tests/Exams**

When your Accessibility Advisor includes the "One Day between Tests/Exams" accommodation in your academic accommodation plan and you register with Accommodated Testing Services to write two or more St. George Campus quizzes, tests, exams, or online assessments that are scheduled with fewer than one day between them, your accommodated assessment(s) will be scheduled as outlined below.

### **ON-CAMPUS QUIZZES, TESTS, & EXAMS**

- The later assessment chronologically will be rescheduled to the next business day that allows for one full day between, between 8:00 AM and 9:00 AM. If the assessments are scheduled on the same date at the same time, the assessment for the course with the alphabetically-later code prefix will be rescheduled. Note that during final exam periods in December, April, June, and August, the next business day that allows for one full day between assessments may be a Saturday.

### **REMOTE ONLINE ASSESSMENTS**

- The later online assessment chronologically will be rescheduled to the next business day that allows for one full day between (excluding statutory holidays), at 9:00 AM. If the online assessments are scheduled on the same date at the same time, the assessment for the course with the alphabetically-later code prefix will be rescheduled.

## **Two Days Between Tests/Exams**

When your Accessibility Advisor includes the "Two Days between Tests/Exams" accommodation in your academic accommodation plan and you register with Accommodated Testing Services to write two or more St. George Campus quizzes, tests, exams, or online assessments that are scheduled with fewer than two days between them, your accommodated assessment(s) will be scheduled as outlined below.

### **ON-CAMPUS QUIZZES, TESTS, & EXAMS**

- The later assessment chronologically will be rescheduled to the next business day that allows for two full days between, between 8:00 AM and 9:00 AM. If the assessments are scheduled on the same date at the same time, the assessment for the course with the alphabetically-later code prefix will be rescheduled. Note that during final exam periods in December, April, June, and August, the next business day that allows for two full days between assessments may be a Saturday.

### **REMOTE ONLINE ASSESSMENTS**

- The later online assessment chronologically will be rescheduled to the next business day that allows for two full days between (excluding statutory holidays), at 9:00 AM. If the online assessments are scheduled on the same date at the same time, the assessment for the course with the alphabetically-later code prefix will be rescheduled.



## 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, student number, and UTORid
- your Accessibility Advisor's name and contact information
- your quiz, test, exam, and online assessment 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 in [ACORN](#).

**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 my course instructor to give me extra writing time during my quizzes, tests, exams, and online assessments?**

No. Do not approach your course instructors asking them to provide you with quiz, test, exam, or online assessment accommodations. Accommodated Testing Services coordinates these accommodations, not your course instructors. Your *Letter of Accommodations* excludes your quiz, test, exam, and online assessment accommodations by design for this very reason. Registration with Accommodated Testing Services is required.

**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; Accommodated Testing Services does. You do not need to copy your Accessibility Advisor on e-mails to Accommodated Testing Services.

## Contact Us



**E-mail:** [ats.info@utoronto.ca](mailto: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 Rooms 300 and 340

Toronto, ON M5T 1W7

**Exam Centre Hours:** Exam Rooms 300 and 340 are open and staffed on an as-needed basis for scheduled on-campus accommodated assessments.