**Requirements for Faculty /Instructors Who Are Permitting the Writing of a Missed Test/Exam in A124A (Not accommodated through ALS)**

**Step 1**: Faculty will decide if student will have the opportunity to write a missed test/exam. Missed assignments are not to be completed in the Alternative Testing Centre.

**Step 2:**  Faculty will determine the date(s) when the test may be written, the time allowed in order to complete the test and which materials or tools may be used by the student while writing the test. (open or closed book, calculator or not etc.).

**Step 3**: Faculty will inform the student that photo ID will be required when reporting to write the test.

**Step 4**: Faculty will inform the student of the current missed test service hours and ensure they understand that they must start the test with enough time to complete it within the Alternative Testing Centre hours of operation.

**Step 5**: If a specific testing date and time is agreed upon, faculty will inform the student that they must arrive on time or they may not be permitted to write and that the student should report to write 5 minutes before the scheduled time. Please note: This is a drop-in service and students will be accommodated as seats become available.

**Step 6:** Faculty/instructors will fill out an Alternative Testing Centre Referral form available in A124A or on the Alternative Testing Centre website. They will indicate the date by which the test is to be completed and the test time limit. They also note if the student is allowed the use of text, notes, calculator, dictionary and/or formula sheets. Special instructions are to be documented in the comment section on the Alternative Testing Centre Referral form.

**Step 7**: Faculty/instructor or designate (cannot be a student) will deliver the test to A124A during office hours (***Monday to Friday 8:00 am – 4:00 pm***), with completed Alternative Testing Centre Referral form along with the following if required: scantron, lined paper, answer/exam booklet attached.

**Step 8**: Faculty/instructor or designate will pick up the completed test/exam and sign the Alternative Testing Centre Referral form. This form is retained by the Alternative Testing Centre staff.

**Step 9**: Faculty/instructor or designate will pick up any unwritten tests in A124A for which the agreed upon testing time frame has past. The Alternative Testing Centre Referral form is not required to be signed and the form is not retained by the Alternative Testing Centre staff.

**Note**: Missed tests and exams will be accommodated during college mid-term and final exam periods within limited dates and times which will be communicated prior to these weeks. These times will be determined according to availability of space and resource.