**Requirements for Students with Faculty/Instructor Permission to Write a Missed Test/Exam in A124A**

**Step 1**: Your Faculty/instructor 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 while writing the test. (open or closed book, calculator or not etc.).

**Step 2**: Confirm the current testing service hours, by checking in room A124A or on the Alternative Testing Centre website. The testing room protocols will also be clearly posted in room A124A and on the Alternative Testing Centre website.

**Step 3**: If a specific testing date and time is agreed upon with your faculty/instructor, then arrive 5 minutes before the scheduled testing time and report to the Alternative Testing Centre staff in A124A. Arriving late will result in you not being permitted to write the test and you will be required to contact your faculty/instructor. If you arrive late, the Alternative Testing Centre staff will record the time that you arrived and why you were denied writing*. Please note: This is a drop in service and students will be accommodated as seats become available. You may start your test late if you are waiting for a seat to become available.*

If a specific time was not indicated by the faculty, arrive with the full amount of time allowed for the test prior to the Alternative Testing Centre closing time. I.e. 1.5 hour testing time, you must start the test at least 1.5 hours before closing. If you arrive with less than the stated testing time limit, you will be denied writing and will be directed to contact your faculty/instructor to arrange for another date. The Alternative Testing Centre staff will record the time that you arrived and why you were denied writing.

**Step 4**: When reporting to the Alternative Testing Centre staff in A124A, you will be required to provide your faculty/instructor’s first and last name and you will be required to show photo ID (Mohawk student card, driver’s license, passport etc.). If you do not have photo ID, you will be denied writing the test. This will be documented by the Alternative Testing Centre staff.

**Step 5**: You will be assigned a seat. All coats, bags, purses etc. must be left at the back of the room. You may take only approved material to the assigned seat. Calculators must be removed from the cases. (No electronic devices are allowed at your seat (ipods etc.) and cell phones must be turned completely off and not accessed). If you need to ask a question during your test, raise your hand and the invigilator will come to you.

**Step 6**: You will be given the test end time; however, it is your responsibility to monitor your time. You may be given a 10 minute warning by the Alternative Testing Centre staff as the end of the testing time approaches depending on their availability.

**Step 7**: If you have not finished before the test end time, you will be asked by the Alternative Testing Centre staff to hand in the test and any other testing materials. It is your responsibility to ensure that all testing material has been handed in. If you finish before the test end time, you may hand in the test and related material to the Alternative Testing Centre staff.

**Step 8**: Be sure to collect up any coats, bags, purses etc. which have been left at the back of the testing room prior to leaving.