

Test Booking

If you have an Accommodation Letter and are registered with Accessible Learning Services, in order to guarantee you receive your accommodations you must follow these procedures at **least 7 days in advance**. If you do not follow these procedures, you may be required to without testing accommodations. This must be done for each test and/or exam you have for a course. *If you have a test scheduled less than 7 days from now, please contact us immediately.*

Online Tests (not proctored)

To arrange accommodations for an online test, such as extra time, you must contact your instructor **at least 7 days in advance**. Please inform your instructor of any testing accommodations you require. This is the **only way** to guarantee you receive your accommodations. If you require Testing Centre staff assistance during your test (i.e. reader and/or scribe) please submit a test booking request).

Online Tests (proctored by instructor, e.g. through Zoom)

Submit a test booking request with the Mohawk Testing Centre. Please use the following steps:

1. Login to your MyMohawk account - <https://mymohawk.mohawkcollege.ca/>
2. Click the "Academics" tab
3. Scroll down to the "Accessible Learning Services" section on the right-hand side
4. Click the link to the booking webform

*This must be submitted at **least 7 days in advance**.

Online Tests (proctored by system, such as Respondus Monitor)

To arrange accommodations for an online test proctored by a system, such as extra time, you must contact your instructor **at least 7 days in advance**. Please inform your instructor of any testing accommodations you require. This is the **only way** to guarantee you receive your accommodations. If you require Testing Centre staff assistance during your test (i.e. reader and/or scribe) please submit a test booking request).

In-Person Tests

Submit a test booking request with the Mohawk Testing Centre. Please use the following steps:

1. Login to your MyMohawk account - <https://mymohawk.mohawkcollege.ca/>
2. Click the "Academics" tab
3. Scroll down to the "Accessible Learning Services" section on the right-hand side
4. Click the link to the booking webform



*This must be submitted at **least 7 days in advance.**

Testing Procedures

If you have submitted a test booking request with the Mohawk Testing Centre, you will receive a confirmation email 1-2 days prior to your appointment. Please ensure you read through this email very carefully, as it will have important information regarding your testing appointment.

Online Tests

Testing Centre staff will proctor the test online through Zoom. If you are more than 10 minutes late for your scheduled appointment, we will be required to contact your instructor for permission prior to starting your test. Your end time will not be extended to account for the late arrival or late start due to seeking permission.

1. You must meet the following requirements to virtually test:
 - Access to a computer or laptop (no cell phones, tablets, iPads or Chromebooks)
 - Windows: 10, 8, 7
 - Mac: OS X 10.10 or higher
 - Stable internet or WIFI
 - Quiet workspace with no disruptions
 - Webcam and microphone
2. Your testing appointment will be virtually proctored using Zoom:
 - Please ensure you go to <https://zoom.us/test> to test your webcam, microphone, and ability to share your screen prior to your appointment
3. On the day of your test:
 - Have a piece of photo ID ready
 - Please ensure you are seated in a quiet space with all permitted materials for your test
 - If you require MyCanvas for your test, you are also responsible to know your username and password
 - The staff member proctoring your test will be unable to troubleshoot technical concerns you may have with the software associated with your test. Please be sure to run all software required for your test PRIOR to your test session. If you require support, please reach out to helpdesk@mohawkcollege.ca or your instructor.
 - Please ensure any cell phones are switched to silent and kept off of your workspace, you will not be able to touch your phone or computer once the test has started

*Please note, any disruptions that occur (e.g. you stop sharing your screen or get disconnected from the meeting) will be reported to your instructor.

In-Person Tests

Testing Centre staff will proctor you in-person in the testing room. The confirmation email you receive will indicate the room number you will be required to go to. If you are more than 10 minutes late for your appointment, we will be required to contact your instructor for permission prior to starting your test. Your test end time will not be extended to account for the late start.

1. Please do not arrive at the Testing Centre more than 10 minutes before your appointment. Upon arrival, please wait outside the Testing Centre and ensure you are physical distancing. A staff member will meet you in the hall and provide you access to the testing centre.
 - Access to the Testing Centre will be by appointment only
 - Ensure you have all testing materials and resources – the Testing Centre will be unable to lend out testing materials
 - Students will enter into the office one at a time
 - Students will be pre-assigned seats to minimize cross contamination

2. Facemask must be worn at all times in the testing room
 - If you have a mask exemption, please provide us with this information PRIOR to arriving for your appointment
 - Refer to proper donning and doffing of PPE poster for information on how to apply and remove PPE without risking infection.

3. Sanitize hands prior to entering and leaving the Testing Centre and as required, for donning and doffing PPE. The Testing Centre will have sanitization available for students.
 - Sanitize hands every time you enter and leave the space
 - Avoid touching your face if your hands are not sanitized

Questions

For questions and/or further information regarding test booking and procedures, please contact the Mohawk Testing Centre:

Phone: 905-575-2209

Fennell Campus: alternativetesting.fennell@mohawkcollege.ca

Stoney Creek Email: alternativetesting.stoneycreek@mohawkcollege.ca

IAHS (McMaster) Email: disabilitytesting.iahs@mohawkcollege.ca

You can also review this [test booking information video](#)