Accommodated Exams
December/April Exam Period
Signup Instructions
December/April Exam Period Signup Instructions

**Step 1**
Go to: http://registrar.uwo.ca

**Step 2**
Click on: Examinations → Accommodated Exams

**Step 3**
Click on: Examination Services and SSD King's Login page
December/April Exam Period Signup Instructions

Step 4

Enter your user name and password
Click ‘Login’
December/April Exam Period Signup Instructions

**Step 5**

Select the course you want to select from the drop box listed

Click ‘Continue’

If your course is not listed, you must see your SSD Counsellor
Your Office of the Registrar scheduled exam will be listed under “Exams you have not made a request” (if you have not previously submitted a request)

Click ‘Request Exam’
December/April Exam Period Signup Instructions

Step 7

You will receive a confirmation

Click ‘Return to course list’ to request the exam for another course
**December/April Exam Period Signup Instructions**

**Step 8**

**REQUEST TO WRITE A TEST OR EXAM WITH ACCOMMODATIONS**

Request to write a test or exam with accommodations by using the drop box. If you do not see all of your courses, contact your SSD Counsellor immediately.

To Submit a new exam request: Select A Course

[Continue]

**THESE ARE YOUR UPCOMING SCHEDULED EXAMS IN THE NEXT 7 DAYS**

EXAMS ARE VISIBLE 7 DAYS IN ADVANCE

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DATE</th>
<th>CLASS EXAM TIME</th>
<th>YOUR EXAM TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTSCI 1001</td>
<td>2013-11-12</td>
<td>10:30</td>
<td>10:00</td>
<td>UCC UCC 200</td>
</tr>
</tbody>
</table>

Please Note: Your Start Time may be different than the Class Start Time due to your extra time / rest breaks

**EXAM REQUEST STATUS TABLE**

INCLUDES ALL UPCOMING REQUESTED EXAMS

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>EXAM DATE</th>
<th>DATE REQUESTED</th>
<th>CANCEL EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTSCI 1001</td>
<td>2013-11-12</td>
<td>2013-10-03</td>
<td>Cancel Exam</td>
</tr>
<tr>
<td>ANTHRO 1025 F</td>
<td>2013-12-08</td>
<td>2013-11-12</td>
<td>Cancel Exam</td>
</tr>
</tbody>
</table>