



Western
UNIVERSITY · CANADA

Accommodated Exams December/April Exam Period Signup Instructions

December/April Exam Period Signup Instructions

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Accommodated Exams

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How to Schedule Accomodated Exams with Examination Services

Step One: Make sure you have arranged academic accommodation with a Services for Students with Disabilities (SSD) counselor.

Note: You must speak to an SSD Counsellor for EACH course for which you are registered. Every time you add a new course, you need to contact your SSD counsellor. If you log in and do not see all the courses for which you would like accommodation, you MUST contact your SSD counsellor. You must do this at the beginning of every term and also if you add/drop a course.

Contact information is available at the [Services for Students with Disabilities website](#) for main campus. SSD Kings can be contacted at 519-433-3491 EXT. 4321.

SSD is located in Room 4110 of the Western Student Services Building. SSD Kings is located in the Wemple Building, Room W157 for King's students. If you have already arranged academic accommodation with SSD you may proceed to Step Two.

Step Two: Log In to the Examination Services and SSD King's Login page to provide exam or test dates.

EXAMINATIONS

- Exam Schedule
- Accommodated Exams
- External Exams

CONTACT INFORMATION

Room: 1120
Western Student Services
London, Ontario, CAN.
N6A 3K7
Tel: 519-661-2100
Fax: 519-850-2590
Email: contact@uwo.ca

SHARE

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



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Step 4

Enter your user name and password
Click 'Login'

Examination Services

HOME | REGISTER ONLINE | FACULTY RESOURCES | STUDENT GUIDE | STUDENT CENTRAL

EXAMINATION SERVICES AND SSD KING'S LOGIN

Exams for courses at The University of Western Ontario, Brescia, Huron and On-Line (Distance Studies) courses will be administered through Examination Services (ES), at The University of Western Ontario; exams for courses at King's will be administered by Services for Students with Disabilities, King's University College (SSD King's).

To write examinations with ES or SSD King's students must have met with an SSD Counsellor to request accommodations for the current academic session.

Student Exam Request Procedures:

I recognize that in order to write exams with Examination Services, or Services for Students with Disabilities, King's University College, it is my responsibility to:

1. Understand fully that I may be prohibited from writing exams with ES, or SSD King's if I commit a scholastic offence or violate my Code of Student Conduct.
2. Submit an Exam Request (online or paper format) for each term quiz, test, or exam that I intend to write with ES/SSD King's no later than 14 days before the date of the quiz, test, or exam.
3. Understand that if I fail to meet the above listed deadlines, I will be unable to write exams with ES or SSD King's.
4. Confirm my exam arrangements by checking the schedule available online.
5. Submit any changes to the exam date, time, and/or cancellations to Examination Services, Exam Coordinator or to SSD King's, Disability Assistant.



By accessing the site below you acknowledge that you have read, and understood, the requirements for writing exams with ES and SSD King's, and you agree to abide by these requirements.

Please use your UWO E-mail Username and Password to Login
(i.e. if the UWO email is jsmith@uwo.ca, then the username is jsmith)

Username:

Password:

If you are unable to access the information contained on the following Web page, please email accommodatedexams@uwo.ca or ssdkings@uwo.ca
Thank you.



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Step 5

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

Click 'Continue'

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: ANTHRO 1025 F 001 1139

THESE ARE YOUR UPCOMING SCHEDULED EXAMS IN THE NEXT 7 DAYS

EXAMS ARE VISIBLE 7 DAYS IN ADVANCE

COURSE NAME	DATE	CLASS EXAM TIME	YOUR EXAM TIME	LOCATION
HEALTSCI 1001 001 1139	2013-11-12	10:30	10:30	UCC UCC 200

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

COURSE NAME	EXAM DATE	DATE REQUESTED	CANCEL EXAM
HEALTSCI 1001 A 001 1139	2013-11-12	2013-10-03	<input type="button" value="Cancel Exam"/>

If your course is not listed, you must see your SSD Counsellor



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Step 6

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’

REQUEST TO WRITE A TEST OR EXAM WITH ACCOMMODATIONS

- You MUST sign up for an Exam at least 14 days before the Exam date.
- Any new exam dates entered by students, are verified by instructors, and scheduled at our discretion.
- If you have any additional information that you would like to submit to Examination Services, you may enter it in the “Notes” section.

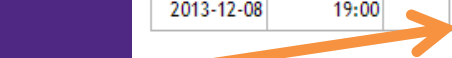
COURSE: ANTHRO 1025 F 001 1139

EXAMS WITH REQUESTS

SIGN UP?	EXAM DATE	START TIME	NOTES
Request Received	2013-10-22	03:30	

EXAMS YOU HAVE NOT MADE REQUESTS FOR

EXAM DATE	START TIME	NOTES	
2013-12-08	19:00		<input type="button" value="Request Exam"/>



REQUEST A NEW EXAM FOR THIS COURSE

EXAM DATE	START TIME	NOTES	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit Exam Request"/>

[Return to Course List](#)

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COURSE: ANTHRO 1025 F 001 1139

Your request has been submitted.

EXAMS WITH REQUESTS

SIGN UP?	EXAM DATE	START TIME	NOTES
Request Received	2013-10-22	03:30	
Request Received	2013-12-08	07:00	

EXAMS YOU HAVE NOT MADE REQUESTS FOR

There are no exams to display.

REQUEST A NEW EXAM FOR THIS COURSE

EXAM DATE	START TIME	NOTES	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit Exam Request"/>

[Return to Course List](#)

Step 7

You will receive a confirmation

Click 'Return to course list' to request the exam for another course

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Step 8

You must repeat step 1 to 7 for each course

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ANTHRO 1025 F 001 1139	2013-12-08	2013-11-12	<input type="button" value="Cancel Exam"/>



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