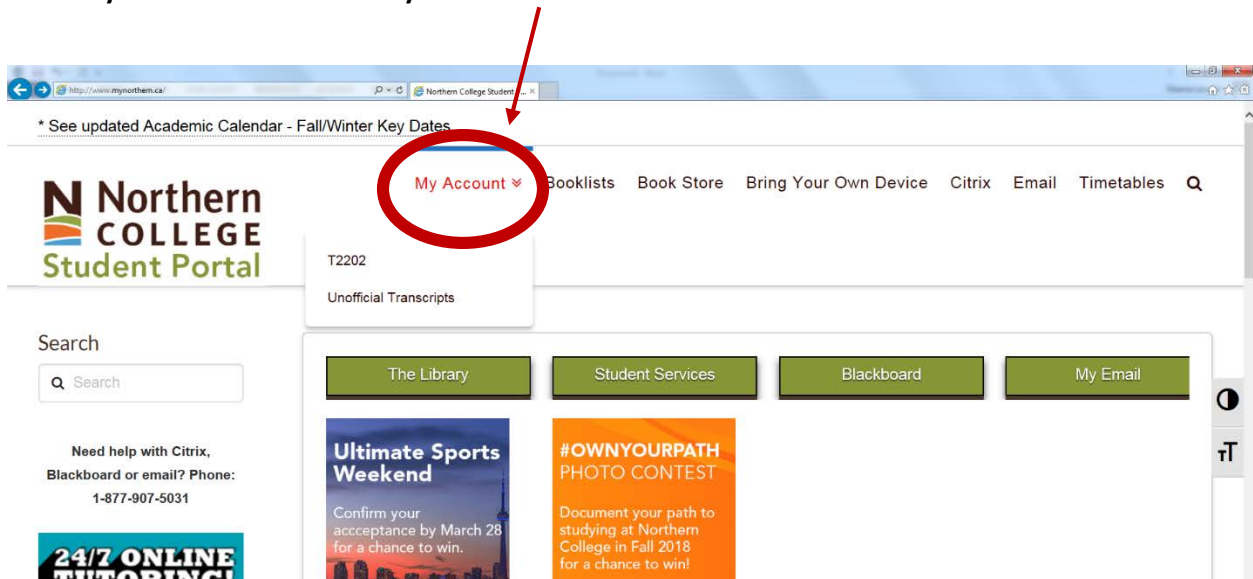
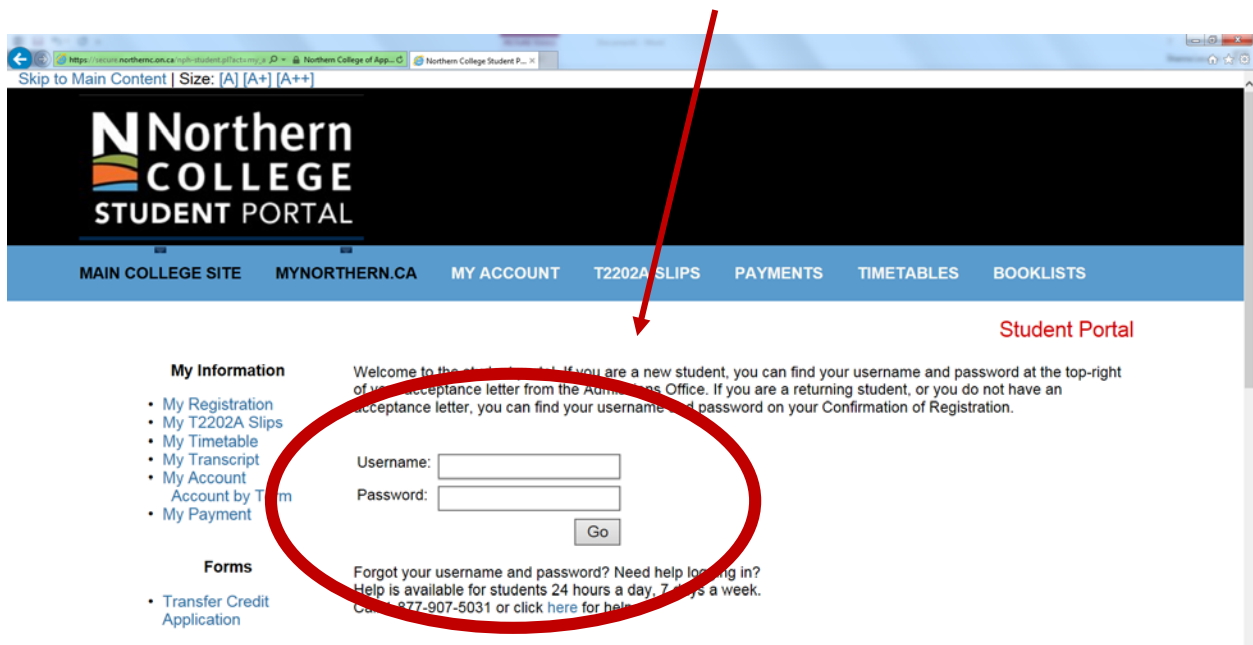


Student Test/Exam Accommodation Request Process

Go to mynorthern.ca and click **My Account**.



Log into your account with your Northern College username and password.



Once you log in, if you are currently registered with the Accessibility Services Department, you will see a new menu option on the left hand menu "Test/Exam Accommodation"; click this link for the form to show.

Next just pick the class (click black down arrow for your list of classes) that the test is for and fill in the time and the date (use the black down arrows for the time and the calendar icon for a current calendar) and click "Done" at the bottom of the page.

Wait for the form to disappear and the message saying that it was sent comes up (small writing). A copy will be sent via email to the professor, the Accessibility Center, and your NC Email account.

ent:pl7act=disab Northern College of App... Northern College Student P... x

NORTHERN COLLEGE STUDENT PORTAL

MAIN COLLEGE SITE MYNORTHERN.CA MY ACCOUNT T2202A SLIPS PAYMENTS TIMETABLES BOOKLISTS

Student Portal - LOG OUT

My Information

- My Registration
- My T2202A Slips
- My Timetable
- My Transcript
- My Account
- Account by Term
- My Payment

Forms

- **Test/Exam Accommodation**
- YES Registration
- Transfer Credit Application

Resources

- Academic Calendar
- Admissions Package
- Book a Tour
- Coordinators Contact List
- Facebook
- Orientation
- People Finder
- NCSA
- Student Services
- The Library
- Tuition and Fees
- Twitter

Payment Options

NORTHERN COLLEGE

Accessibility Services
Test/Exam Accommodation Request Form

This student is registered with Accessibility Services and is legally entitled to the following test accommodations in accordance with Northern College Policy and the Ontario Human Rights Code.

SECTION 1: (to be completed by student)

Name: _____ Time of test/exam: [dropdown] [dropdown] [dropdown]
Student ID: [input] Date of test/exam: [calendar icon]
Course: [dropdown] Professor(s): [input]
Program: [input] Year of Program: 1
Current Date: 2018-03-07 11:38:52

Instructions:
Complete and submit this form **AT LEAST 3 (three)** days prior to the test date, if possible, so that accommodations can be arranged. Accommodations may be compromised if students do not make arrangements **at least 3 (three)** days prior to the test/exam.

SECTION 2: (for the professor)

Instructions:
Please upload the test/exam to the Accessibility Services Test Bank 48 HOURS PRIOR to the test or exam. students are not permitted to pick up/deliver tests to Accessibility Services or to faculty.
Please note that alternative test dates or times may be required in order to accommodate this student's class schedule and availability of the Accessibility Services Centre.

SECTION 3: (to be completed by Accessibility Services office)

Invigilator: _____ Date: _____
Test/exam received by: _____ Date: _____
Test/exam returned to: _____ Date: _____

STUDENTS ARE NOT PERMITTED TO TAKE UNAUTHORIZED NOTES OR OTHER MATERIALS TO THE TEST ENVIRONMENT. STUDENTS ARE MONITORED BY ACCESSIBILITY SERVICES STAFF. ACADEMIC DISHONESTY WILL NOT BE TOLERATED AS PER DEPARTMENTAL POLICY.

Done: Click here to submit this form