Transcript – “How to Book Your Exam Accommodations” Video

Welcome to our instructional video for booking your exams and Accessible Learning Online. Log in to Accessible Learning Online from our website or by typing the web address shown on the screen into a web browser (<https://sierra.accessiblelearning.com/WLU/>).

When you first log in. If you have any E form agreements to complete, you must read and agree to these first before you can proceed. If at any point you would like to view your Eform agreements, you can do so from the left hand navigation panel under my dashboard and then selecting my E Form agreements.

Please note in order to request an exam you must activate your exam accommodations first. For assistance with this, please visit our website.

Navigate to the left menu bar under the heading Accommodations. Select Alternative Testing. Review the important messages for updated information on our policies, procedures, and exam booking deadlines. Book your midterms, tests and quiz requests at least 10 business days before the test date. Book your final exam request by the deadlines listed on the Accessible Learning website under the heading Schedule an exam selects a course you would like to request. An exam booking for any course with an asterisk does not yet have an alternative testing agreement specified by your instructor. This does not prevent you from scheduling your exam.

If your course has an alternative testing agreement submitted, you can select the exam specified by your instructor using the available Exam Dates box. This will auto fill the date, time and length of your exam based on the information provided by your instructor.

If your course does not have an alternative testing agreement submitted, you will need to know the date, time, and original length of the exam to submit your booking. Please consult your course outline for this information. If the original length of the exam is unknown, please enter your best guess and the exam team will update this information once it is confirmed with your instructor.

You are required to write on the same date and time as the rest of the class, unless doing so conflicts with the closing of the exam centre or your specified accommodations. If you have an exam accommodation for extra time, use the Built in Time tool to calculate the end of your exam. If the time is beyond 10:30 PM, you must adjust the start time of your exam so that it ends no later than 10:30 PM. For example, on the screen you see that this scheduled exam is for 8:00 PM. The original time length was 120 minutes. With the added time calculation makes this exam two hours and 30 minutes. Therefore, the exam is ending at 10:30 PM. This would be acceptable to submit. However, if the exam was to start at 8:30 PM, this would then mean that the exam was going to end at 11:00 PM. You would then need to adjust your own start time by changing it so that the exam display that it will end at 10:30 when your requests have been completed. Your status will say processing or waiting for instructor. Once you submit an exam request, it will be listed as processing for up to three business days before the exam date.

Once all of your exam details have been confirmed by our team, the status will switch to Approved. You will not be able to see your exam location until three business days before the exam date. Please note that a location could change. It is important to check this prior to your exam as well as confirming the start time. For detailed information on our exam locations, visit our website.

To change any existing request, navigate to the Alternative Testing page, select all exam requests for the current semester, and then select View for the course you would like to modify, make your changes and select Update Exam Request.

To cancel a booking, navigate to the Alternative Testing page, select all exam requests for the current semester, and then select View for the course you would like to cancel. Select it again from the upcoming exam list, scroll to the bottom and select Cancel Exam Request. Please note all exams must be cancelled a minimum of 48 hours before the start of your exam.

If you have any additional questions or require further support regarding booking your exams, please connect with us. Our contact information is visible on the screen now ([alexams@wlu.ca](mailto:alexams@wlu.ca), 548-889-3516). Please note, we encourage students to monitor their Laurier e-mail accounts closely as we use this to communicate any information regarding your accommodations or your exam bookings.