

SIGNING UP FOR TESTS AND EXAMS

WHAT TO LOOK OUT FOR AND HOW TO REGISTER

IMPORTANT: Check deadlines to register with Accessibility Services.

- For Tests/Exams during the final assessment period, there will be a designated date that you must register your test with Accessibility Services.
- For tests/quizzes during the school year, you must register with accessibility services with 14 day's notice.
- ism.utoronto.ca/ats for dates
- **IMPORTANT:** If you miss a deadline, you will have to submit the “Alternate Registration Form” (found on ism.utoronto.ca/ats)

HOW TO REGISTER:

1. Go to clockwork.studentlife.utoronto.ca and log in using your utoid login.
 - a. On this page you will see the home menu for the Accessibility Online Student Services. Here you can see your Registration History, receive course notes, along with register for final assessments
2. Choose between either a “Term Assessment Accommodation” Registration or “Final Assessment Period Accommodation Registration”
 - a. Term Assessments fall during the term dates
 - b. Final Assessments fall during the exam period
3. You may be asked to log in again, use your utoid again.
4. You will be met with a screen that says “Accommodation Registration for ____ Assessments” with the blank referring to either Term assessments or Final assessments (depending on what you chose). Follow the prompts on the bottom of the page. You will be asked about your course code. One imputed, you will be able to search for upcoming assessments.
 - a. If you do not see your test time here it may be too early for it to have appeared. If the test is within 21 days and still does not appear, or is a final examination, contact your Accessibility Advisor.
5. Continue with the rest of the steps, which consists of filling in additional information, choosing accommodations (some accommodations may be auto-selected and unable to deselect) and confirming information.
6. Once everything is imputed and confirmed, submit the registration. You will receive an email with records of your booking, and also a reminder email. Please take note of how/where your assessment will be, as it may differ from the examination room that your course is using.