How to use the Accessibility Services Instructor Web Portal to: VIEW TEST ACCOMMODATION REQUESTS FOR PACE COURSES (from students registered with AS)

STEP 1

As soon as a student has used the web portal to request to write an upcoming test with AS, you will receive an e-mail from our automated system notifying you of their booking if you have a University WebMail e-

booking request was not received via the web portal (e.g. some deferred exams), or the request is for a PACE test/exam, you will receive this e-mail 7 days prior to the test date to the e-mail provided to us by your student.

The e-mail will cc: the PACE Exam/ Office Assistant and will contain basic instructions on how to access <u>the Instructor Web Portal</u>, which will need your WebAdvisor username and password to log in.

If you are unsure of your WebAdvisor account login information, you may need to contact <u>the Technology Service Desk</u>.

		F-			
<u>*r.4. 2.</u>	이 아파 (1993년 1997년 1997년 1997년 1997년 1997년 1997년 1997년 Plana antor voto WabAdalary the memory and prosword below	्रियली विक्रि (दिस्ता म		.	
	Your WebAdvisor username: Password: Log In				
	The Univers	sity of Winnipeg - Acce	ssibility Services		in an an tai tai tai tai tai

This is a secure platform that has been tested with TSC, reviewed by the Privacy office, and is currently used by a number of colleges and universities across North America.





The standard duration

an extended time accommodation, our test scheduling system will automatically use the standard duration to calculate and apply the extended time on top of this duration later on).

IF THE TEST INFORMATION SUBMITTED BY YOUR STUDENT(S) IS CORRECT, CLICK

To correct the test time(s) and duration, use the time view popup (little clock icon)

The time options are in 15 minute increments, so if the exact start/end time of your test is not listed here, select the closest time(s)/duration for now but let our office know and we will update the times manually on our end of the system.



STEP 7

Specify instructions for our Exam Invigilator on how the test should be administered. Select the options relevant to this test (at minimum, please complete the



-check the

test information before confirming it:



After PACE has approved/completed a quality check of your exam, you may choose to use the file uploader at the bottom of the page to submit the test questions sheet as a single document file. If this is your first time using the file uploader, please read the instructions provided.

your own records or to attach to a printed (rather than digital) copy of the test if it will be provided by in-person delivery (rather than upload or e-mail).

to go back and change the information before submitting it):

	File unload	
	an accessible sible: Examples of entities of the second data acception the second data acception of the second data acception the second data acception data acception the second data acception the second data acception the second data acception data acception the second data acception the second data ac	Please anytic weise this fear to submit or the second seco
	van consists of mit to end in Note: fiyot are thable to Shelfde functioners to constant Dynamic Transmission of the second second sec	o upload a digital copy of the examinate or you ne. A sport later was a special and set function of the special mathematical and an address of the special set of the special address of the special set of the special set of the special Alternative of the special set of the special set of the special address of the special set of the special set of the special address of the special set of the special set of the special address of the special set of the special set of the special set of the special address of the special set of the s
	2	In person and complete the real interactions 2016; 2027; 20
	Previously uploaded tests: records to display.	Select test/exam file to submit:
		lessenate that you must click the Submit char.
STEP 9	Dravious Submit shapers Centel	

through our office, as well as contact information should you have any questions.



At this point, you may select either:

-

AUTOMATIC REMINDERS

As long as the e-mail address we have on file for you and your student are correct, the test booking system will automatically send e-mail notifications to:

- You: 7 days and 2 days before your test date if you have not provided AS with a test copy by then.

- Your student: 3 days before the test, reminding them that they are scheduled to write it through our office