Booking a test or exam using the Student Portal

What is the Student Portal?

The student portal is a secure web tool that allows students to request and view accommodation letters for courses that they are registered in each semester through an internet browser. The student portal will also allow students to notify Accessibility Services of upcoming tests, quizzes or exams so that a space may be made available for them to write in our Testing Centre.

Why is there a shift to an online presence?

The use of online tools is designed to promote accessibility, ease of use, flexibility and independence, and better management of accommodations for students and instructors.

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accommodation letter(s), and arrange test and exam bookings (for courses delivered in person).

Is the Portal secure?

The Portal uses the same CNA sign in credentials as the rest of the College web tools and all data is stored on Douglas College servers.

Who can use the Portal?

Students who have received services from Accessibility Services for more than one semester and who have maintain consistency in their accommodations are able to use the Portal. The Portal would not be appropriate for students receiving temporary accommodations or whose accommodations vary frequently.

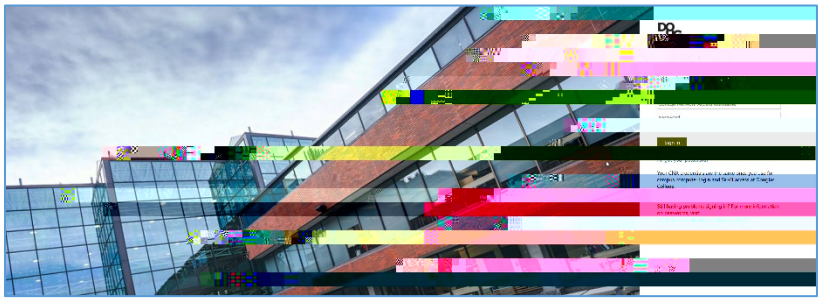
Will it be easy to use?

As with any new tool, there may be a period of adjustment. However, the interface is basic, intuitive and well laid out. The rest of this document is designed to help you learn the basics of the system and is divided into four sections (click on a section to navigate there):

1) Signing in
2) Scheduling a test or exam
3) View upcoming events

In additional to this Student Guide, a YouTube playlist has been created that contains a series of instructional videos to provide additional assistance on using the Student Portal.

Accessing the Online Portal

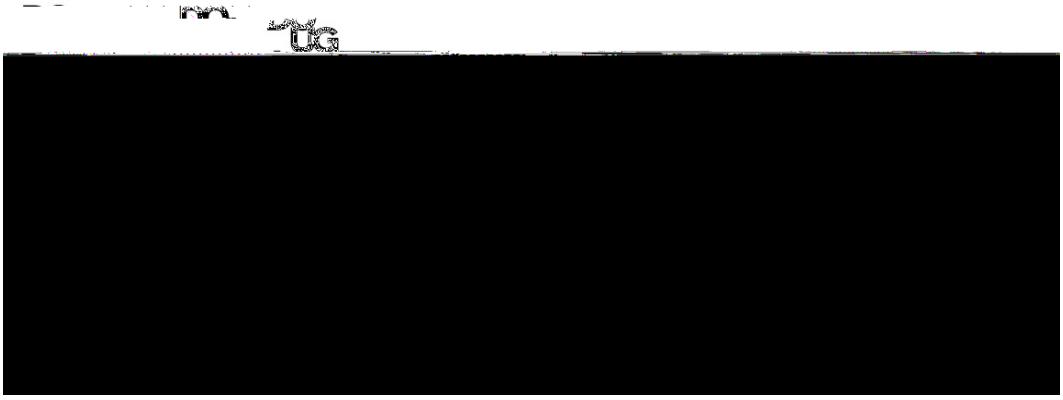


if no additions or changes are required on their accommodation plan

Schedule a test or exam

Student Test-

Booking and Accommodations



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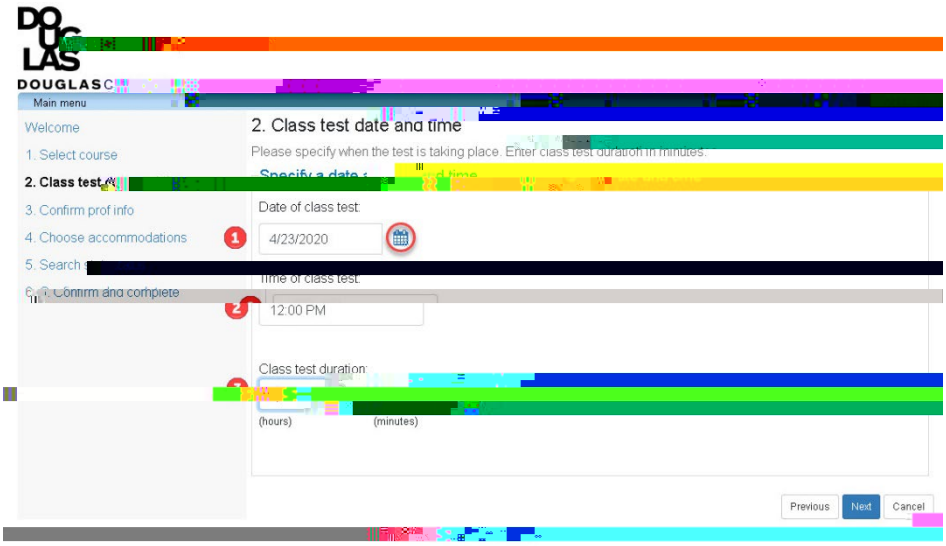
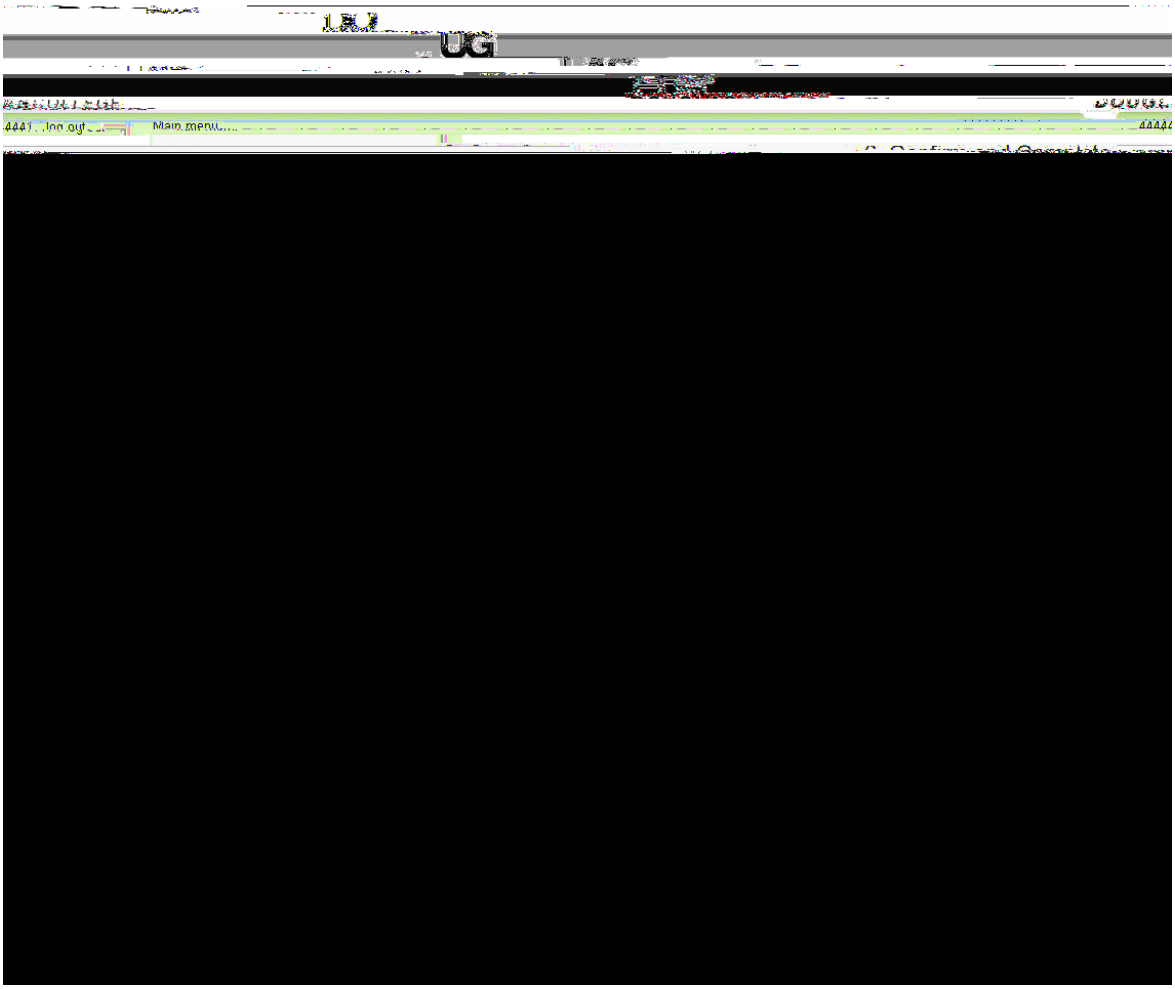
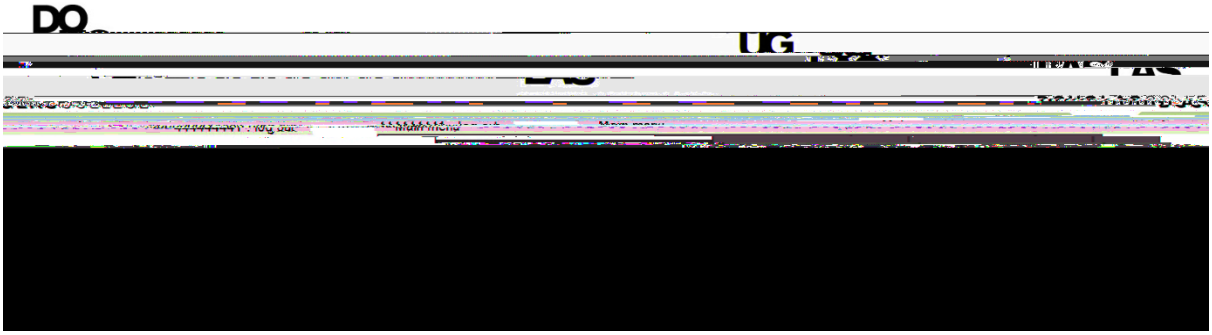

Main menu
Welcome
1. Select course
2. Class test d
3. Confirm prof info
4. Choose accommodations
5. Search
6. Confirm and complete
2. Class test date and time
Please specify when the test is taking place. Enter class test duration in minutes.
Date of class test:
4/23/2020
Time of class test:
12:00 PM
Class test duration:
(hours)
(minutes)
Previous
Next
Cancel

MUST





View Upcoming Events