How to Sign-in

|	
1. Go To http://accessibility.bowvalleycollege.ca/ 2. Click on the Student button to sign in	**Bow Valley College** What type of user are you? Student Faculty Accessibility Services Management System Privacy Policy | Terms of Use
3. Sign in using your MyBVC information (Your **full MyBVC email** address and **password** (the same password you use for D2L and myBVC email)	**Bow Valley College** Sign in username@example.ca Can't access your account? Back Next Contact the Service Desk for assistance at servicedesk@bowvalleycollege.ca or call 1-866-615-8923 toll free. Our Acceptable Use Policy has recently changed. By using Bow Valley College's technology services, you agree to the terms of our policy, listed at https://bowvalleycollege.ca/student-resources/student-forms-and-policies Questions? Contact us at csoc@bowvalleycollege.ca **Bow Valley College** ← tinaba@bowvalleycollege.ca **Enter password** ●●●●●●●●●●●●● Forgot my password Sign in Contact the Service Desk for assistance at servicedesk@bowvalleycollege.ca or call 1-866-615-8923 toll free. Our Acceptable Use Policy has recently changed. By using Bow Valley College's technology services, you agree to the terms of our policy, listed at https://bowvalleycollege.ca/student-resources/student-forms-and-policies Questions? Contact us at csoc@bowvalleycollege.ca
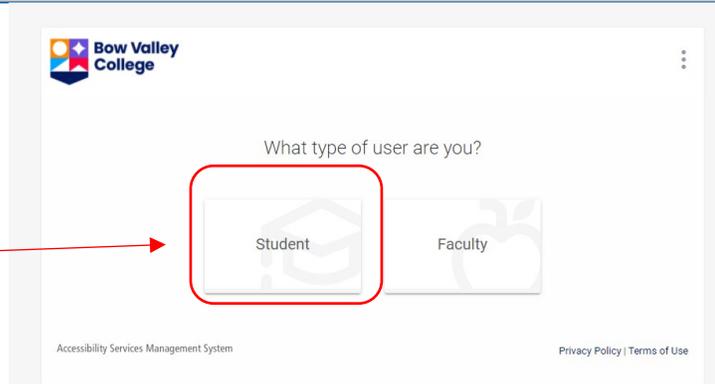
Using the Portal

1. Once you log in, you will see your Accessibility home screen.
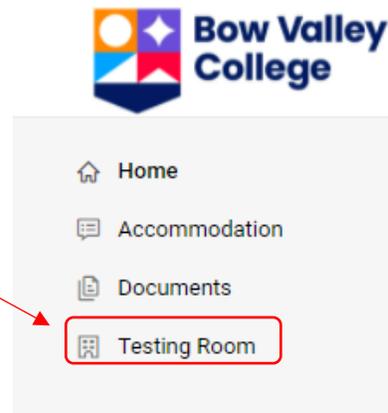
    The left side of the screen has your menu options

    The middle part of the screen shows important Accessibility messages and reminders

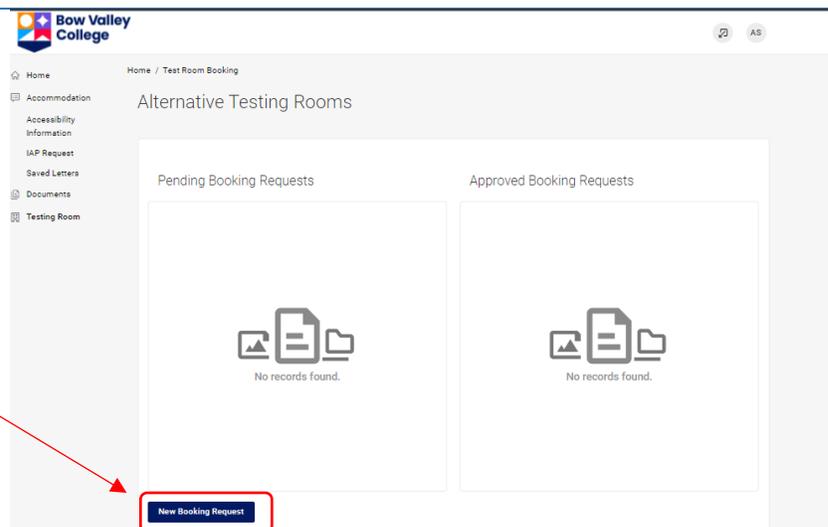   The right side of the screen has helpful links
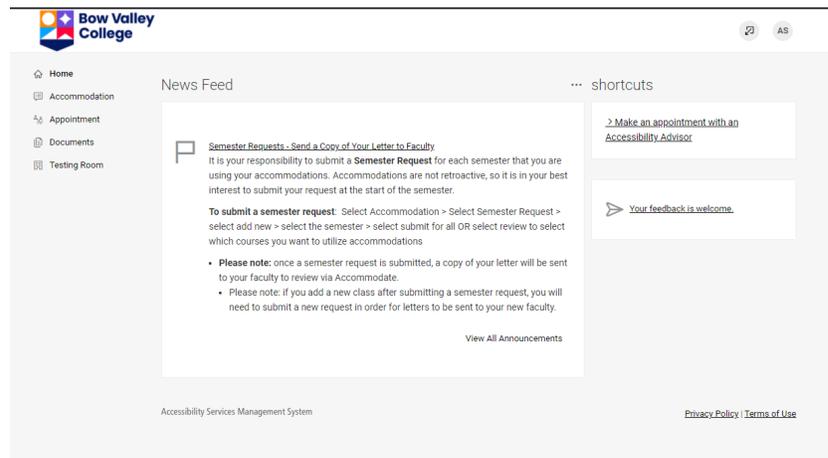
2. To book an exam, click once on **Testing Room** on the left menu.
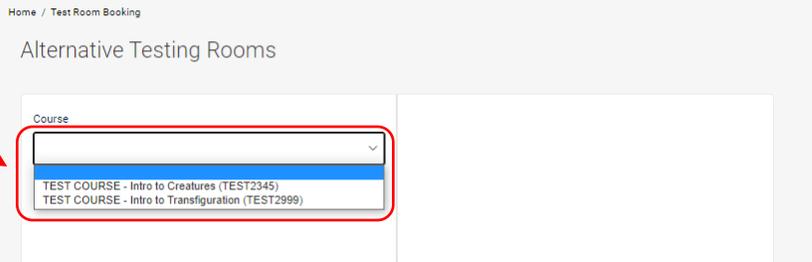

3. This is the Exam Booking screen. If you have already booked exams, you'll see the details in either the Pending or Approved windows

    To book an exam, click once on the blue **New Booking Request** button at the bottom of the window

4. To start, click once on the Course box and **select your course.**

Note: If you do not see any courses in this list, you may need to submit your IAP for the semester.

Alternative Testing Rooms

Course

TEST COURSE - Intro to Creatures (TEST2345)
TEST COURSE - Intro to Transfiguration (TEST2999)

5. Once you choose your course, the date filters will appear. Select the date when you would like to search for openings and book your exam.

Hint: If your exam is scheduled for a sepcific day/time– set the start/end filters to show the same date and the start time for your exam.
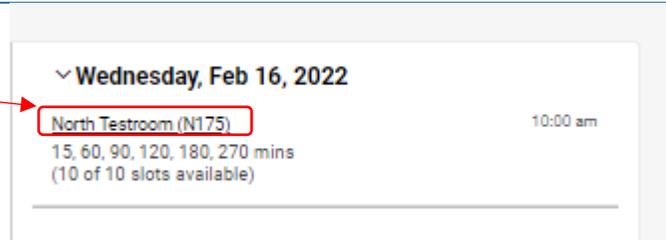
Note: Accessibility Services requires at least 1 week notice for any exam bookings.
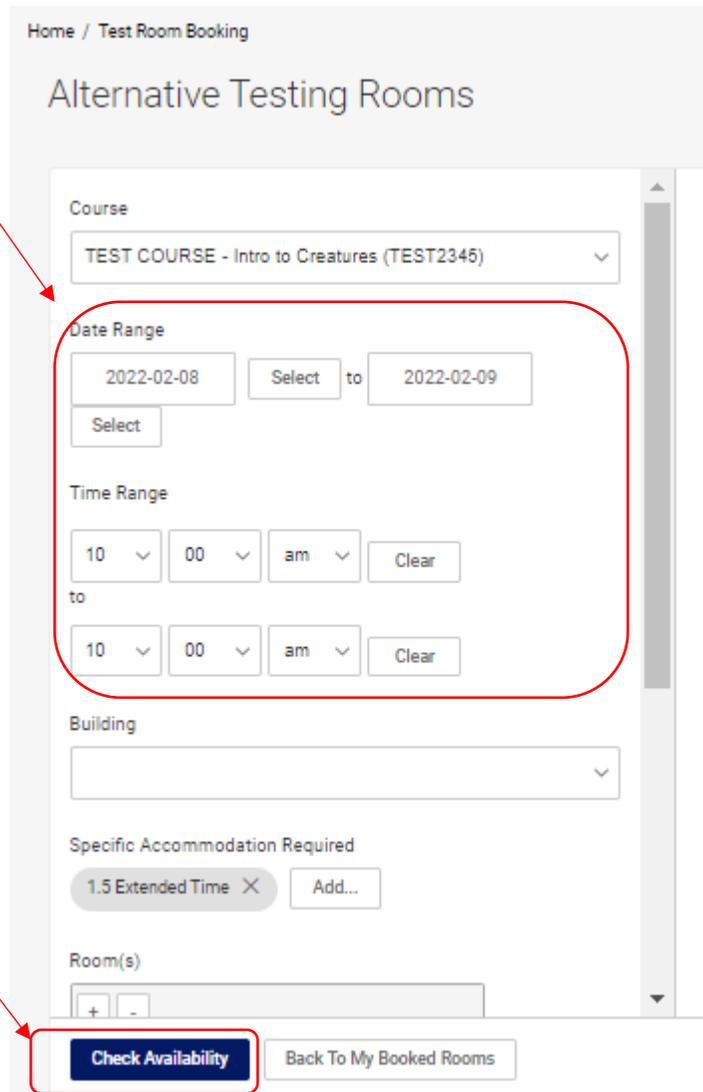
6. Leave everything else the same and scroll down to the bottom of the window. Click once on the blue **Check Availability** button.

Alternative Testing Rooms

Course

TEST COURSE - Intro to Creatures (TEST2345)

Date Range

2022-02-08   Select   to   2022-02-09

Select

Time Range

10   00   am   Clear

to

10   00   am   Clear

Building

Specific Accommodation Required

1.5 Extended Time ✕   Add...

Room(s)

+   -

Check Availability   Back To My Booked Rooms

7. You'll see a list of available bookings appear on the right side of the screen. Find the date/time for your exam and then click on the **Testroom name** to reserve your seat
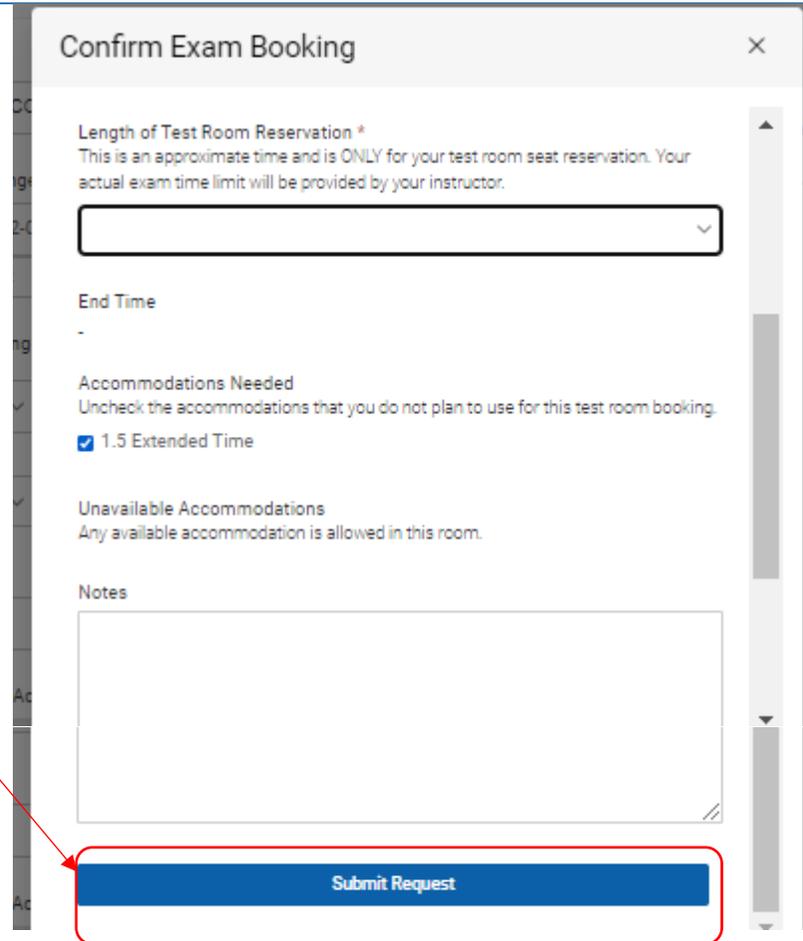
   If you see a pink message saying "No open booking slots found", please double check that the date you picked is at least **ONE WEEK from the current date.**

   ⌄ **Wednesday, Feb 16, 2022**

   North Testroom (N175)   10:00 am
   15, 60, 90, 120, 180, 270 mins
   (10 of 10 slots available)

8. A popup window will appear, asking you for more details about your exam. You can:
   - Choose the length of your exam reservation
   - Choose which accommodations you want to use for this exam,
   - Provide other information about the exam.

   When you have completed all the details for your exam, scroll to the bottom of the popup window and click once on the blue **Submit Request** button

   Confirm Exam Booking   ✕

   Length of Test Room Reservation *
   This is an approximate time and is ONLY for your test room seat reservation. Your actual exam time limit will be provided by your instructor.

   [⌄]

   End Time
   -

   Accommodations Needed
   Uncheck the accommodations that you do not plan to use for this test room booking.

   ☑ 1.5 Extended Time

   Unavailable Accommodations
   Any available accommodation is allowed in this room.

   Notes

   [   ]

   Submit Request

9. You will be returned to the main Exam Booking window. You will now see your new Exam Request under the Pending Booking Requests on the left side of the screen

Note: Pending exams are considered TENTATIVE. Your instructor must verify your exam details before your exam is booked.

Pending Booking Requests

1 Results

N(**North Testroom (N175)**
TEST COURSE - Intro to Creatures
February 16, 2022 10:00 am
North Campus 345 6 Ave SE Calgary, 11
1.5 Extended Time

New Booking Request

10. Your instructor will receive an email about your exam booking. They will log in, verify the details of your exam, and confirm the exam booking.
11. You are now booked at the testroom. You will receive an email confirmation – including the approved date/time and location for your exam.

Note: You are expected to write at the time your INSTRUCTOR has stated for your exam – even if this differs from your original request. Please check your confirmation email carefully and contact your instructor or LSSexams@bowvalleycollege.ca if you have any concerns.

Need more assistance?	Call: (403) 410-1440 Email: LSSexams@bowvalleycollege.ca