

# Appointment Booking Instructions

For students who require testing accommodations

## Assessment Centre Locations:

### **Davis Campus - Room B123C**

7899 McLaughlin Road, Brampton ON, L6Y 5H9  
905-459-7533, ext. 5288 | [davisac@sheridancollege.ca](mailto:davisac@sheridancollege.ca)

### **Hazel McCallion Campus (HMC) - Room A246**

4180 Duke of York Boulevard, Mississauga ON, L5B 0G5  
905-845-9430, ext. 2476 | [hmcac@sheridancollege.ca](mailto:hmcac@sheridancollege.ca)

### **Trafalgar Campus - Room BB26**

1430 Trafalgar Road, Oakville ON, L6H 2L1  
905-845-9430, ext. 8100 | [trafac@sheridancollege.ca](mailto:trafac@sheridancollege.ca)

# Step 1

**Assessment Centre**

**First visit?** [Register for an account.](#)  
**Returning?** Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to **stay logged in**:  [?](#)

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**Having trouble logging in?** [Reset your password.](#)  
**Using screen reader software?** [Access the text-only scheduler.](#)

If you have not used the Assessment Centre's online appointment system before, you will first need to register and create an account. Registration takes about 3 minutes and can be completed at:

[www.sheridanc.mywconline.com](http://www.sheridanc.mywconline.com)

# Step 2

## Assessment Centre

**First visit?** [Register for an account.](#)  
**Returning?** Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

- ✓ -- please select --
- Davis Assessment Centre
- Davis Accessible Learning Test...
- HMC Accessible Learning Servic...
- HMC Assessment Centre
- Trafalgar Accessible Learning ...**
- Trafalgar Assessment Centre

**Using screen reader software?** [Access the text-only scheduler.](#)

Once your registration is successful, you will be asked to log in. Enter the email address and password that you chose when registering, and under the “**CHOOSE A SCHEDULE**” drop-down menu, select the campus you would like to write at.

You will choose either “**HMC Accessible Learning Services**”, “**Davis Accessible Learning Testing**”, or “**Trafalgar Accessible Learning Services**”.

Then click on “**LOG IN**”.

# Step 3

Once you have logged in, you will see dates for the **current** week, for the campus that you selected when logging in. If you selected the wrong campus, you can change the schedule that you are viewing by clicking on the drop-down menu at the top.

You can then jump to the date you'd like to write on by clicking on the calendar icon just underneath the drop down menu.



# Step 4

You may book an appointment wherever there is a **white box**. Any other color means that the time slot is not available. Once you select a date, click on the white box corresponding to the desk type you need, and the time you would like to start your test, and a new window will open. **NOTE:** If you need a scribe/reader or the software Dragon, you must book your test in a Separate/Private Room.

**NOTE:** You may notice that the current week's dates are gray. **This is because you need to make your appointment at least 7 days in advance.** If you are **rescheduling**, your new appointment needs to be booked at least **7 days in advance of your new test date.**

# Step 5

Course Code or Title:

Instructor Name (if this does not apply to you, write "N/A"): \*

Please select the accommodations you will need for this test:

- CALCULATOR
- CCTV
- CLARIFICATION
- DRAGON SOFTWARE (you are required to book your test in a Separate/Private Room if you need Dragon)
- ERGONOMIC CHAIR
- ENLARGED FONT
- EXTENDED TIME (x1.5)
- EXTENDED TIME (x2)
- FORMULA SHEET (must be professor approved)
- KURZWEIL
- MEMORY AID SHEET (must be professor approved)
- QUIET ROOM
- READER/SCRIBE (you are required to book your test in a Separate/Private Room if you need a reader/scribe)
- READER ONLY (you are required to book your test in a Separate/Private Room if you need a reader)
- SCRIBE ONLY (you are required to book your test in a Separate/Private Room if you need a scribe)
- SEPARATE/PRIVATE ROOM
- SHORT BREAKS within the Assessment Centre
- SPELLING DICTIONARY/SPELL CHECKING SOFTWARE
- STAND-ALONE COMPUTER
- SERVICE DOG
- ZOOMTEXT

\* You must select at least one of the above answers.

Comments or other Accommodations, please specify:

Admin Options: Walk-In/Drop-In:  | Missed:  | Placeholder:  | Email Client?

Complete **ALL** of the appointment form fields including the **length** of your test, the **test type** (should be "Exam with Accommodations") if you're a Sheridan student), your **instructor's full name**, and the **accommodations you need for this test**. (Note: You may only select accommodations approved in your profile).

Finally, click on "**SAVE APPOINTMENT**", and wait for a message indicating that your appointment has been made, and a confirmation email which will be sent to the email account you registered with.

# Step 6 (This step applies to Sheridan students only)

**Sheridan** | Office of  
The Registrar  
**Assessment Centre Exam Request Form**

(Office use only)  
Date written: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Desk #: \_\_\_\_\_ Log in date: \_\_\_\_\_

Students registered with Accessible Learning (AL), and students who have missed an in-class exam for reasons beyond their control, can write their tests in the Assessment Centre. **The instructor must complete this form, and deliver it with the test at least 48 hrs in advance of the write date. The student must make an appointment at <http://www.mywco.com/ac>. To extend the deadline, please email the appropriate Assessment Centre. Make-up Test: \$25 (Payable by debit only) Accessible Learning Test: No Fee**

**EXAM INFORMATION (This section to be completed by the instructor only)**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Faculty: FAAD FAHCS FAST FHSS PSB  
For exam related questions/clarification, please provide a contact/room number, or provide a preferred method of contact:  
\_\_\_\_\_  
(Your contact info. will not be shared with the student)

Course or Exam Title: \_\_\_\_\_  
Length of test in class: \_\_\_\_\_ Test deadline: \_\_\_\_\_  Check here if your student must write on this date only

Please check the aids permitted for this test:  Open Textbook – TITLE: \_\_\_\_\_  
 Open Notes  Access to E-Notes  Formula sheet  Student Laptop  Assessment Centre Computer  
 Dictionary  Access to the Internet  Calculator  Access to SLATE  Other Program: \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
Instructor Signature: \_\_\_\_\_

**ACCOMMODATIONS (This section to be completed by Accessible Learning students only)**

Check here if you're registered with Accessible Learning. TEST DATE BOOKED: \_\_\_\_\_ TIME BOOKED: \_\_\_\_\_

<b>EXTENDED TIME</b>	<b>SCRIBE/READER</b>	<b>ROOMS</b>	<b>COMPUTER/SOFTWARE</b>
<input type="checkbox"/> Time + ½	<input type="checkbox"/> Scribe Only	<input type="checkbox"/> Separate Room (private)	<input type="checkbox"/> Kurzweil
<input type="checkbox"/> Double Time	<input type="checkbox"/> Reader Only	<input type="checkbox"/> Quiet Room	<input type="checkbox"/> Dragon
<input type="checkbox"/> Straight Time	<input type="checkbox"/> Reader and Scribe	<input type="checkbox"/> Main Room	<input type="checkbox"/> Desktop Computer

Please list any other accommodations that you need for this exam that are not listed above:  
\_\_\_\_\_

**READ AND SIGN BEFORE TEST ADMINISTRATION**

I understand the importance of this assessment for my academic results at Sheridan, and the instructions provided by my instructor on this form, including the rules for additional materials/aids and time allowed for test completion. By signing below, I agree to comply with Sheridan College's Academic Honesty Policy and the Assessment Centre's policy pertaining to test administration. If you are unfit to take this test/assignment/quiz, notify the invigilator immediately.

STUDENT SIGNATURE: \_\_\_\_\_ INVIGILATOR INITIALS: \_\_\_\_\_

**ASSESSMENT CENTRE LOCATIONS**

<b>HMC, Room A246</b> Mon-Fri: 9:00am – 4:30pm Exams must end by 4pm <a href="mailto:hmcac@sheridancollege.ca">hmcac@sheridancollege.ca</a>	<b>Trafalgar, Room BB26</b> Mon-Fri: 9:00am – 4:30pm <a href="mailto:trafac@sheridancollege.ca">trafac@sheridancollege.ca</a>	<b>Davis, Room B117</b> Mon-Fri: 9:00am – 4:30pm Thurs evenings: 5pm – 8pm <a href="mailto:davisac@sheridancollege.ca">davisac@sheridancollege.ca</a>
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Fill out the **gray** area of the **Sheridan Assessment Centre Exam Request Form**. These forms are available at the Assessment Centres, AL offices, and online at <https://www.sheridancollege.ca/admissions/assessment-centre/als-assessment.aspx>

Deliver this completed form to your instructor either in person or by email **at least 7 days before your write date.**

# How to cancel, modify, or reschedule your appointment:

1. Log in to [www.sheridanc.mywconline.com](http://www.sheridanc.mywconline.com).
2. Locate your appointment by hovering over "**WELCOME, [YOUR NAME]**" and hovering over "**My Appointments**". Then select the appointment you wish to change.
3. A new window will open. At the bottom click on "**CANCEL THIS APPOINTMENT**" or make your desired modifications and click on "**SAVE CHANGES**".
4. You will see a message indicating that the appointment was successfully modified or cancelled, and receive an email confirmation saying the same, at the email address you initially registered with.
5. To **reschedule**, cancel your appointment, and follow steps 4 to 6. **NOTE:** Students who miss three or more appointments will no longer be able to use the online booking system. You can avoid this by cancelling and rescheduling online, at least 4 hours before your scheduled start time.