

## ACCESSIBLE EDUCATION SERVICES

### AES Online Test Booking System – Student Instructions

**\*\*\*Please note the following: all tests booked through the online booking system must be booked a minimum of 7 days in advance of the test date. If it is not 7 days in advance, the system will not let you book it.**

**If you are scheduling a D2L test and you ONLY require extra time and your professor has made the test UDL (Universal Design Learning includes extra time for all students), you do not need to book it. Your extra time is already built into the test.**

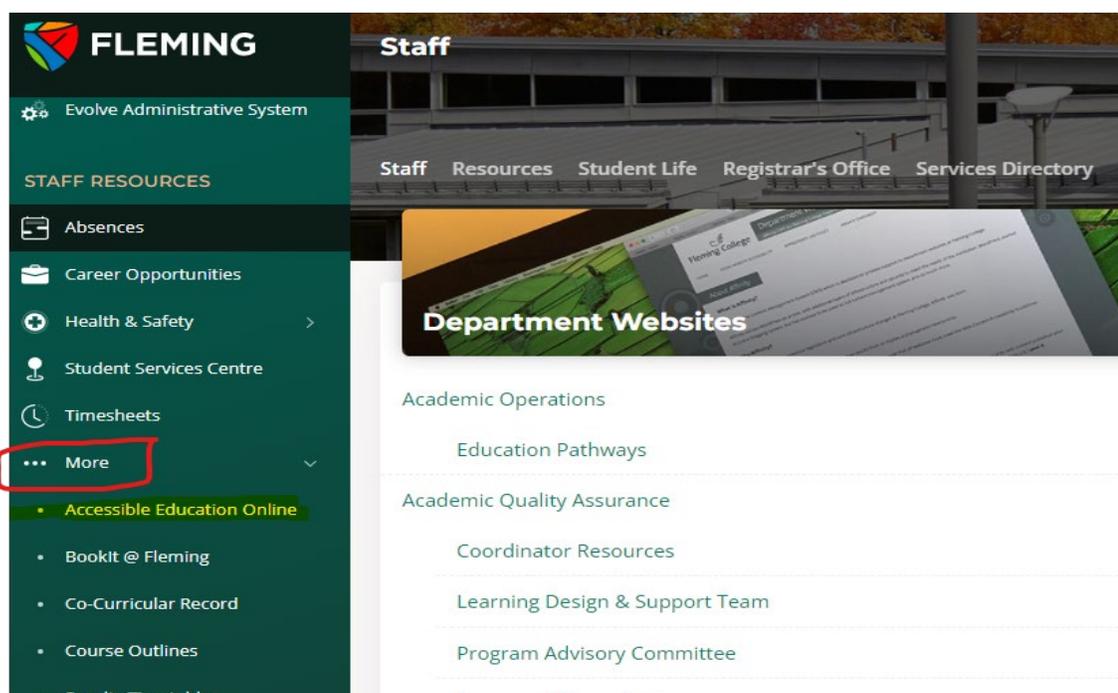
**If your test is in the Testing Centre with the option of writing different days, when you book it, note in the “Is there anything else we should know about this test?” box, you are writing in the testing centre and do not need a specific time.**

If you prefer to watch a video on how to book your tests, go to: <https://www.youtube.com/watch?v=L7YlfjoAkNs>

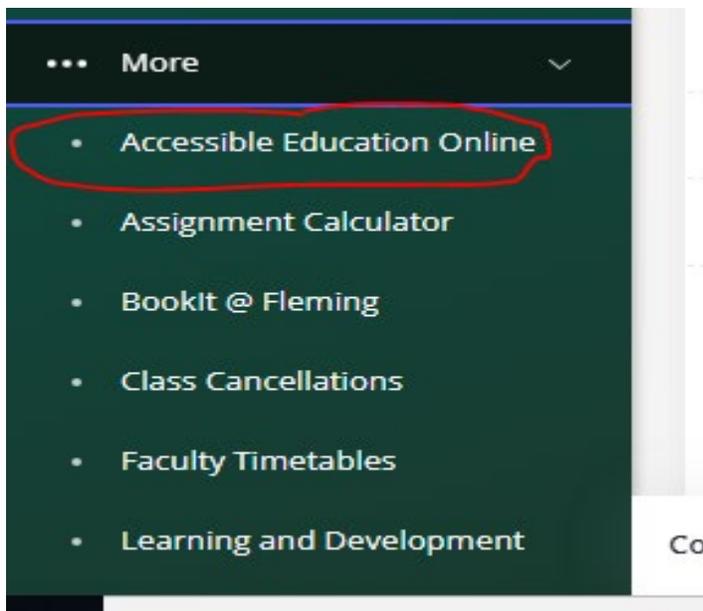
**Note:** the following information is needed to book your test:

- Course Code
- Instructor’s Name and email
- Test Date/Time in class

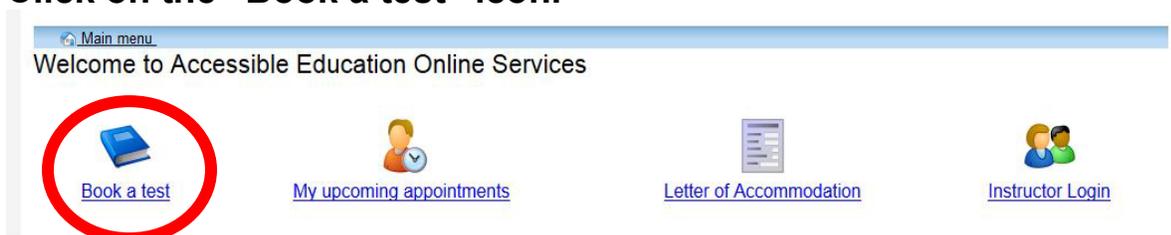
1. Login to Fleming myCampus Portal
2. Along the side bar on the left-hand side, click on “More”.



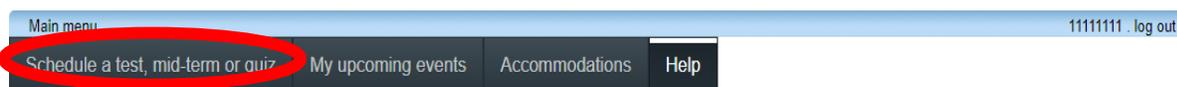
### 3. Click on “Accessible Education Online”



### 4. Click on the “Book a test” icon.



### 5. Click the “Schedule a test, mid-term or quiz” option from the menu tab.



## Welcome to the Accommodated Test Booking Wizard for Students

REMINDER: ONLINE TESTS MUST BE BOOKED 7 CALENDAR DAYS IN ADVANCE.

#### To book a test:

Select the "Schedule a test, mid-term or quiz" link above.

#### To view tests already booked:

Select the "Upcoming Events" link above.

Note: Any appointments you have made with Counsellors and other AES staff will also be displayed on the list.

For "How To" documents, see our [AES website](#).

6. Log-in using your Fleming username and password.

7. Review the information needed to book your test and then click the “Next” button to begin your booking.

### Fleming College

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**Steps**

- 1. [Select the course](#)
- 2. [Enter class test date and time](#)
- 3. [Confirm instructor information](#)
- 4. [Select your accommodations](#)
- 5. [Add additional requirements](#)
- 6. [Select your test time](#)
- 7. [Confirm and Submit](#)

You **must** have the following information to book a test:

- Course Code
- Instructor Name
- Instructor E-mail
- Test date and time in class

Click "Next" to begin. You can cancel at anytime and your request will not be submitted.

8. Select your course using the drop-down list.

Main menu

**Steps**

- 1. **Select the course**
- 2. Enter class test date and time
- 3. Confirm instructor information
- 4. Select your accommodations
- 5. Add additional requirements
- 6. Select your test time
- 7. Confirm and Submit

1. Select the course

Please select the course you would like to schedule a test for from the list below.

**Course Info**

Course:

FAKE 002 Fake Course 2 L02

Note: make sure to select the proper course from the list.  
C = Class or Lecture  
L = Lab  
S = Seminar.

Click "Next" to continue.



9. Select the time and date for the test using the calendar and clock pop ups.

**Steps**

- 1. Select the course
- 2. **Enter class test date and time**
- 3. Confirm instructor information
- 4. Select your accommodations
- 5. Add additional requirements
- 6. Select your test time
- 7. Confirm and Submit

2. Enter class test date and time

Choose the class test date and time from the list below or click "Select an alternate date and time" to input your test date and time.

Please specify when the test is taking place. Enter class test duration in minutes.

**Specify a date and time**

Date of class test:

M/d/yyyy 

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Select a previously submitted date and time



10. Using the Class Test Duration boxes, enter in the length of time the class has to write the test (i.e. 50 minutes, 1 hour, 2 hours). Do not include extra time here.

Please specify when the test is taking place. Enter class test duration in minutes.

[Specify a date and time](#)

Date of class test:  
 

Time of class test:  
 

Class test duration:  
 (hours)  (minutes) \*

[Select a previously submitted date and time](#)

11. Check the instructor information. If it is correct, click “Next” to continue.

**Steps**

1. Select the course
2. Enter class test date and time
- 3. Confirm instructor information**
4. Select your accommodations
5. Add additional requirements
6. Select your test time
7. Confirm and Submit

**3. Confirm instructor information**

Please verify the following information and correct anything that is missing or incorrect.

**Course Info**

FAKE 002 Fake Course 2 L02

**Instructor Info**

**You must enter the instructor email address in order to continue.**

Instructor name:

Instructor email:

**12. Select the accommodations you need for this test by clicking the check boxes.**

Steps

1. Select the course
2. Enter class test date and time
3. Confirm instructor information
- 4. Select your accommodations**
5. Add additional requirements
6. Select your test time
7. Confirm and Submit

### 4. Select your accommodations

Please select the accommodation(s) that you need available for this test.  
If there are any accommodations missing from this list, please contact your Counsellor.

#### Available accommodations

\* **Note:** Only accommodations that you select will be used for your test booking.

- Access to a computer - to use specialized software programs or to assist with writing
- Approved for Dragon Naturally Speaking
- Approved for Memory Aids
- Approved for TextHelp Read and Write

**13. If you have no additional requirements, you can skip this step by clicking on the “Next” button.**

Main menu 11111111 . log out

Steps

1. Select the course
2. Enter class test date and time
3. Confirm instructor information
4. Select your accommodations
- 5. Add additional requirements**
6. Select your test time
7. Confirm and Submit

### 5. Add additional requirements

Please fill in the appropriate information below.

Is there anything else we should know about this test?

**14. One or several start time options will be displayed. Please select the one that best suits your schedule by clicking the round radio button to the left of the option.**

Main menu 11111111 . log out

Steps

1. Select the course
2. Enter class test date and time
3. Confirm instructor information
4. Select your accommodations
5. Add additional requirements
- 6. Select your test time**
7. Confirm and Submit

### 6. Select your test time

Please select a date and time from the list below.

#### Available dates & times

**Note:** if none of the dates/times below are possible, email us to see if alternate arrangements can be made.

- Tuesday May 26 . 12:00 PM to 1:00 PM
- Tuesday May 26 . 12:15 PM to 1:15 PM
- Tuesday May 26 . 12:30 PM to 1:30 PM

Click 'Next' to continue.

15. Your booking information will be displayed. Check off the **“acknowledgement” statement (red circle)** and then click the **“Submit Request”** button after reviewing the test information is accurate. After you submit request, your booking is complete.

**Be sure to check this box or your request does not submit**

**Important:**

If you have made an error, you cannot login and change your test booking, you will need to contact AESTesting (see emails below) for assistance.

If you have successfully scheduled your test, you will receive a confirmation email or you can check your scheduled tests by clicking on the “My Upcoming Events” Tab when logging in to the online system.

If you have any questions, or need help using the AES Online Test Booking System, please contact:

**Sutherland Campus – Peterborough**  
Tammy Christie  
Accessible Education Services  
[aestesting@flemingcollege.ca](mailto:aestesting@flemingcollege.ca)

**Frost Campus - Lindsay**  
Sherri Crump  
Assessment & Testing Coordinator  
[aestestingfrost@flemingcollege.ca](mailto:aestestingfrost@flemingcollege.ca)