

Dawson's

SAAC

Student AccessAbility Centre

Guide Book

Fall 2019 ~ Winter 2020

---

# TABLE OF CONTENTS

---

<b>Important dates &amp; deadlines</b>	<b>4</b>
<b>Rights &amp; Responsibilities</b>	<b>5</b>
• Rights	
• Responsibilities	
• Self-Advocacy	
<b>Academic</b>	<b>6</b>
• Course change	
• Course withdrawal	
• Mid-term assessments	
• Authorized Absences	
<b>Individual Education Plan ~ Accommodation Requests</b>	<b>7</b>
• New students	
• Returning students	
<b>Accommodations</b>	
• Exams	<b>8</b>
• Assistive Technology	<b>9</b>
• Alternate formats	<b>9</b>
• Note-taking	<b>10</b>
<b>Resources</b>	
• Seeking Help Within the SAAC	<b>11</b>
• Seeking Help Within the College	<b>12</b>
<b>AccessAbility Online Module</b>	<b>14</b>
• Requesting accommodations	<b>15-18</b>
• Booking an exam	
• In-session (between first and last day of class)	<b>19-21</b>
• Finals (after the last day of class)	<b>22-24</b>
• Upcoming events	<b>25-26</b>
<b>Map of the College</b>	<b>27</b>



---

# IMPORTANT DATES AND DEADLINES

---

## Academic and AccessAbility

### FALL 2019

- August 22: 1st day of classes
- August 29: Deadline for course change
- September 2: Labour Day— No classes
- September 5: Monday classes (day programs only)
- September 19: Deadline for course withdrawal
- September 20: Deadline for requesting accommodations
- September 27: Earth Action Day—No classes
- October 11-12: No classes (evening programs only)
- October 14: Thanksgiving Day – No classes (day and evening programs)
- October 16: Posting of midterm assessments & final exam schedule
- October 25: Deadline to sign up for English Exit Exam
- November 1: Deadline for program transfer
- November 15: Deadline to sign up for final exams
- December 9: Last day of classes (day programs; see timetable for evening programs)
- December 11-24: Final exam period
- December 18: English Exit Exam

### WINTER 2020

- January 17: 1st day of classes
- January 24: Deadline for course change (day programs)
- January 27: Deadline for course change (evening programs)
- February 14: Deadline for course withdrawal
- February 14: Deadline for requesting accommodations
- March 1: Deadline for program transfer
- March 10: Posting of midterm assessments & final exam schedule
- March 14-20: Study Break – No classes
- March 27: Deadline to sign up for English Exit Exam
- April 10-13: Easter – No classes
- April 17: Deadline to sign up for final exams
- May 11: Last day of classes (day programs; see timetable for evening programs)
- May 13: English Exit Exam
- May 14-26: Final exam period
- May 18: Victoria Day – No exams

---

# RIGHTS & RESPONSIBILITIES

---

Includes Self-Advocacy!

## RIGHTS

As a student with a documented disability you have the right to:

- Request and receive reasonable accommodations. Accommodations are determined in collaboration with the SAAC counsellor and vary according to your needs.
- Privacy and confidentiality of documents and diagnosis.
- A study environment free from violence, discrimination, all forms of harassment, and the abuse of power, where respect of the individual's dignity, physical and psychological integrity are safeguarded.

## RESPONSIBILITIES

As a student registered with the SAAC, you have certain responsibilities to uphold in order to access our services and to receive your accommodations without interruption. These responsibilities include:

- Providing the SAAC with medical documentation containing a diagnosis, if not already submitted.
- Initiating contact with the SAAC at the start of every semester.
- Providing accommodation letters to each of your teachers at the start of every semester.
- Respecting Academic and AccessAbility deadlines.
- Following the rules and procedures in order to access your accommodations.
- Meeting curriculum standards.
- Meeting the Standing and Advancement requirements of the program.
- As outline in the Institutional Student Evaluation Policy (ISEP), maintaining standards of academic excellence.

## SELF-ADVOCACY

Learning to identify your strengths and challenges, as well as communicating your specific needs is essential to your success. Remember, help is available, but you must ask for it!

---

# ACADEMIC

---

## Schedule Modification and Mid-Term Assessment

### COURSE CHANGE

Course change normally begins on the third day of classes and continues for four (4) days.

The SAAC can only assist students with course change for issues directly associated with their disability, and if justifiable.

If a request is not related to your disability, you must complete the course change process on your own by following the instructions available online.

After the deadline, no modifications will be possible.

### COURSE WITHDRAWAL

If for any reason you wish to drop a course, you must do so before the official deadline; otherwise, the course will appear as a failure on your permanent record. Note: Not going to class is not the same as officially withdrawing from the course.

New students must see an academic adviser during drop-in hours (room 2D.4) to ensure that they are meeting the requirements of their program.

If you are uncertain about your decision to drop a course, speak to your counsellor!

### ATTENDANCE VERIFICATION

All students must confirm their attendance each semester after the course drop deadline. Failure to attend a course or courses may affect your status.

Note: Do not confuse the attendance verification process with the course withdrawal process.

Indicating you are not attending a class isn't the same as a formal course withdrawal.

### MID-TERM ASSESSMENT

The mid-term assessment allows students to receive an evaluation of their academic performance from their teachers halfway through the semester.

Results of your mid-term assessment will be available through your MyDawson portal (refer to page 3 for exact date of availability).

The SAAC verifies mid-term assessments for all students registered with the service. Should you receive an "at risk" or a "failing" remark, your counsellor will contact you to schedule an appointment. It is important to attend this meeting as it provides an opportunity to explore possible solutions and strategies to support your learning.

### AUTHORIZED ABSENCE

After the official withdrawal/drop deadline, an Authorized Absence may be requested ONLY for serious medical reasons which prevents a student from attending school for three (3) consecutive weeks or more. Supporting documentation from a licensed medical professional is required.

Requests for authorized absence are evaluated by the Dean of Academic Systems and are not guaranteed for approval.

---

# INDIVIDUAL EDUCATION PLAN

---

## Accommodation Requests and Approval

In order for the SAAC to provide reasonable accommodations to a student, it is required by law that we have on file a medical document or psycho-educational assessment. The document must be issued by a licensed medical practitioner or specialist and include a clear diagnosis or diagnostic statement. With proper documentation and a diagnosis, the counsellors at the SAAC are better equipped to assess your potential needs and to determine your reasonable accommodations for your studies at Dawson.

Together, you and your counsellor will develop your Individual Education Plan (IEP).

**IMPORTANT:** If you wish to make use of your approved accommodations, you must request them at the start of EVERY semester and provide the accommodation letters to each of your teachers.

### NEW STUDENTS

You must make an appointment with your primary counsellor; they will print your accommodation letters. Be sure to give the letter to each of your teachers if you intend to use your approved accommodations in their courses.

To make an appointment, come to our office 2E.8A.

### RETURNING STUDENTS

Returning students can request their accommodation letters online by logging into the AccessAbility Online Module via your Omnivox portal and clicking on "Self-Registration".

From this platform, you can select some, or all approved accommodations from a list for each of your courses. Once a request is received, your counsellor will either approve or deny your request.

- If approved, you may pick up your printed letters and sign your IEP in 2E.8A. Please allow three (3) business days for processing.
- If denied, you will need to make an appointment with your counsellor.

Remember to provide each of your teachers with your accommodation letter if you intend to use your approved accommodations for their courses.

---

# ACCOMMODATIONS

---

## Accessing and Using Your Accommodations

### EXAM ACCOMMODATION

All tests, exams, quizzes, essays and final exams are to be booked using the AccessAbility Online Module via your Omnivox portal.

Access to the Exam Module will be permitted only after your accommodation letters have been issued and your IEP has been signed.

#### **In-Session Exams** (held between the first and last day of class)

---

You must sign up at least three (3) business days BEFORE the date of your exam. WEEKENDS DO NOT COUNT!

One strike rule: We will grant one "I forgot to sign up" during the semester, and only if we are advised 24 hours prior to your exam (weekend does not count). Unfortunately, multiple "I forgot to sign up" or failing to notify the SAAC 24 hours (weekend does not count) in advance will oblige you to write that exam in class without accommodations.

If you are unsure if you will require the services provided by the SAAC to write a test/exam, still sign up to reserve a space. This will allow us to plan accordingly as space is limited.

#### **Final Exam Period** (held after classes have ended)

---

The final exam sign up process and policy differs slightly from in-session exams.

All students registered for courses listed on the final exam schedule will be contacted and informed of the registration period via Mio.

You will need to select the appropriate exam based on the parameters already entered by the SAAC.

After the registration period has passed for final exam sign up, it may not be possible to write your final exams with accommodations.

#### **English Exit Exam** (for students meeting the eligibility criteria)

---

The Ministry requires that all CEGEP students write and pass an English Exit Examination to graduate. To be eligible, students must have successfully completed 603-101 and 603-102 and be currently registered in 603-103 OR have successfully completed 603-101 and 603-103 and be currently registered in 603-102.

Eligible students will receive a MIO message from the SAAC informing them of the sign-up process.

As per Ministry guidelines, only students with a medical document or assessment including a diagnosis or diagnostic statement are permitted to write the English Exit Exam with accommodations. No exceptions can be made.

---

# ACCOMMODATIONS

---

## Accessing and Using Your Accommodations

### ASSISTIVE TECHNOLOGY (AT) ACCOMMODATION

Your SAAC counsellor will determine if an AT accommodation is beneficial for your learning needs. Your counsellor will then refer you to the AT counsellor for further assessment and training.

It is recommended that you schedule your appointment with the AT counsellor early in the semester in order to make use of your accommodation and to adequately familiarize yourself with the specialized software. No training will be provided on the day of your exam.

Please schedule your AT appointment with the SAAC reception (2E.8A or 514-931-8731 ext. 1195).

### ALTERNATE FORMAT ACCOMMODATION

Alternate formats for students with print disabilities require prior approval by your counsellor or the AT counsellor and are available upon request.

You will need to **bring the original receipt of purchase and the physical copy for each document** (book, coursepack, etc.) as both are required by the publisher.

The SAAC is responsible for providing students with the alternate format should the publisher be unable to do so. Students will receive the alternate format texts by section corresponding to the assigned dates in the course outline.

Please be advised that the process can take up to several weeks.

Please schedule your alternate format request appointment with the SAAC reception (2E.8A or 514-931-8731 ext. 1195) as soon as possible.

---

# ACCOMMODATIONS

---

## Accessing and Using Your Accommodations

### NOTE-TAKING ACCOMMODATION

In order to have a note-taker in class, your counsellor must have approved it as an accommodation.

Having a note-taker is not a reason to miss class!

You should be an active participant in each of your courses.

### How to recruit

---

- By approaching a student directly;
- By asking a friend in class;
- By asking your teacher to make an anonymous announcement to the class.

Should you have difficulties recruiting a note-taker, please come see us so that we may look for alternatives.

### Once found...

---

Once a note-taker has been secured, a contractual hiring form must be filled by your note-taker and signed by both of you. Either you or the note-taker can pick up a form from our office in 2E.8A.

### Exchanging of notes

---

The method for exchanging notes should be discussed with your note-taker. Depending on your preference, options include taking pictures or making photocopies of the notes (at your expense); alternatively, we can provide note-taking paper which allows the note-taker to give you an immediate copy of the notes.

If your note-taker is frequently absent or notes provided are not satisfactory, please come see us early in the semester.

Do not wait until it is too late!

---

# SAAC RESOURCES

---

## Seeking Help Within the SAAC

### YOUR SAAC COUNSELLOR

Your counsellor is available to you throughout your studies at Dawson!

Your counsellor can help you identify your needs and ensure they are being met. If at any time during the semester you wish to discuss your approved accommodations, academic challenges you may be encountering, barriers you may be facing, or just to touch base, you should make an appointment with your counsellor.

Remember, if you don't speak up, your counsellor is unaware of your struggles.

### INCLUSION SOLUTION LAB

Located in room 2E.15, the lab is equipped with eight computers, height-adjustable desks, a SmartBoard, a printer, a scanner, and a number of specialized software packages and devices to address a wide variety of learning needs.

You are welcome to drop in to the Inclusion Solution Lab to meet the AT counsellor or to use the lab's computers bundled with AT software in a quiet and respectful environment.

Services offered by the AT counsellor include:

- Technology recommendations
- One-on-one training by appointment (on your device or on our lab computers)
- Small group workshops – check your Mio messages for topics and dates
- Scanning texts for use by text-to-speech software
- Scheduled drop-in times for assistive technology support
- Access to alternate media for students with documented print disabilities

### FRENCH LANGUAGE SPECIALIST

The French Language Specialist works in collaboration with the teaching staff of the French department.

The French Language Specialist can help students develop various learning strategies that will allow them to improve in their French language courses; further clarification of class concepts or one-on-one assistance for a specific assignment, exam, quiz, etc. may also be provided.

### SPECIAL EDUCATION TECHNICIAN

The SAAC currently has two Special Education Technicians.

If you have been referred by your counsellor to meet with them, you should do so as they will be able to help guide you through various aspects of college life.

---

# COLLEGE RESOURCES

---

## Seeking Help Within the College

### YOUR TEACHERS

Your greatest allies during your studies are your teachers!!

Inform your teachers at the start of the semester that you are registered with the SAAC and give them your accommodation letter.

Ideally, schedule an appointment with your teachers very early in the semester to discuss how your particular learning needs may affect you as a student in their course.

Tell them about your strengths and challenges and how you learn best.

Discuss what they could do to help you succeed.

### ACADEMIC SKILLS CENTRE ~ 6D.2

The Academic Skills Centre can provide students with tools and strategies to improve their learning, reading and writing skills. Students can meet with professionals and peer tutors on an individual basis or in small groups.

### COUNSELLING SERVICE ~ 2D.2

Students currently registered at Dawson College can take advantage of free confidential counselling services. Counsellors can help you with career and educational planning, adjusting to student life, managing stress, resolving conflicts, dealing with personal problems or facing challenges in your life.

The first step is to come to one of the counselling drop-ins. During the drop-in time you will meet privately with a counselling professional in order to work out a plan of action that addresses your needs.

Drop-in times are posted daily outside of 2D.2 and on **MyDawson**.

### ACADEMIC ADVISING ~ 2D.4

Academic Advising is an information service designed to help all Dawson students with educational decision making. Advisers will help you set an educational plan for both your stay here at Dawson and for university. They will provide you with information on your graduation requirements, program transfers, college policies and procedures, applying to university and a lot more. Day students can see an adviser in 2D.4 and Continuing Education students in 2H.1.

### LIBRARY REFERENCE COUNTER ~ 6C

There is always a Reference Librarian available in the Library, 6C, to assist you during the library's opening hours. Whether you need help finding a book on the shelf, or are struggling to find relevant sources for a term paper, a librarian will be happy to help you overcome your research challenges.



# ACCESSABILITY ONLINE MODULE

## Accessing the Module

The AccessAbility Online Module is a diversified online system that allows you to schedule exams, request accommodations (returning students only) and view upcoming activities and appointments.

You can access the online module directly from our webpage at:

<https://www.dawsoncollege.qc.ca/student-accessibility/accessability-online-module/>

N.B. you can also access the various online modules through your MyDawson account by looking under "Student Services" and then "AccessAbility Online Module"

The screenshot shows a web browser window with the URL <https://www.dawsoncollege.qc.ca/student-accessibility/accessability-online-module/>. The page has a dark header with the text "STUDENT ACCESSIBILITY" and a breadcrumb trail: "HOME > SERVICES > STUDENT SERVICES > STUDENT ACCESSIBILITY".

The main content area is titled "ACCESSABILITY ONLINE MODULE" and includes the following sections:

- A recommendation to use Internet Explorer or Fire Fox as the browser.
- A section for "Students currently registered with the SAAC" with three buttons: "ACCOMMODATIONS REQUEST", "IN-CLASS TEST/EXAM SIGN UP", and "FINAL EXAM SIGN UP".
- A section for "Newly admitted students registering for the SAAC" with one button: "PRE-INTAKE FORM".
- A section for "Faculty" with two buttons: "TEST / EXAM CONFIRMATION" and "VIEW STUDENT ACCOMMODATION".

The right sidebar contains a "STUDENT ACCESSABILITY CENTRE (SAAC)" menu with the following items:

- Our Team
- Inclusion Policy
- Required Documentation
- SAAC Deadlines and Important Dates
- Inclusion Solution Assistive Technology Lab
- AccessAbility Online Module (highlighted)
- Video Resources (dropdown arrow)
- Note-Taking

Below the sidebar is a "STUDENTS" section with the following items:

- Student rights and responsibilities
- Registering for SAAC services

---

# ACCESSABILITY ONLINE MODULE

---

## Requesting Accommodations

Returning students can request their accommodation letters directly online using the Self-Registration module: <https://www.dawsoncollege.qc.ca/student-accessibility/accommodation-request-approval/>

Unless you require modifications or wish to further discuss your accommodations, you are not obliged to meet with your counsellor. Once submitted, your counsellor will review your request and will either approve or deny your accommodations.

- If approved, you can pick up your accommodation letters and sign your IEP in 2E.8A. Please allow three (3) business days for processing.
- If denied, you will need to schedule an appointment with your counsellor.

Remember to provide each of your teachers with your accommodation letter if you intend to use your approved accommodations for their courses.

### 1. Click on “Self-registration” (if accessing by webpage, you will be brought directly to step #2)

---

#### Welcome to the Online Student Services

Please select an option from the menu below:



### 2. Click on “Accommodations”

---

[Accommodations](#) [FAQ](#) [Submit a comment](#) [Help](#)

#### Request for Accommodations [Help](#)

You can request your course accommodations using the tools in this section. Once a request is submitted it will be sent to your primary counsellor for approval. You may need to meet with your counsellor as part of this process and will be advised if necessary.

If you feel that you need update, change or discuss your accommodations, please logout and make an appointment with the reception, 514-931-8731 extension 1195. Should you wish to discuss your accommodations, please contact your primary counsellor.

Click the '[Accommodations](#)' button in the main menu in order to get started.

### 3. Enter your Network account credentials

---

#### Log In

To access this site you will need to log in with your Dawson network account user name and password. This is your user name and password that you use to login into a computer at Dawson. Please remember to log out when you are done.

Dawson network account user name:

Password:

# ACCESSABILITY ONLINE MODULE

## Requesting Accommodations

### 4. Choose a course and click on “Request”

Accommodations    FAQ    Submit a comment    Help

### Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term:

Course	Status	Request
Test course 1 111 Section 1	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>
Test course 2 222 Section 2	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>
Test course 3 333 Section 3	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>

### 5. Select the requested accommodations and courses. You may do each course individually or check all.

### Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

**Your accommodations:**

- Assistive Technology training
- E-Text version of course material (provided by service)
- Notetaker
- Tests/exams written at our service
- Extended or Stop time: 33% extended time

[check all](#)   [check none](#)

**Courses to request:**

- Test course 1 111 section 1**  
Lister, Christine clister@dawsoncollege.qc.ca
- Test course 2 222 section 2**  
Lister, Christine clister@dawsoncollege.qc.ca
- Test course 3 333 section 3**  
Lister, Christine clister@dawsoncollege.qc.ca

[check all](#)   [check none](#)

**Please indicate if your accommodations require any changes:**

- My accommodation(s) are correct the way they are
- I need additional accommodations. \*\*Please fill in the NOTES section below and schedule an appointment with your primary counsellor.
- I need to change or remove an accommodation. \*\*Please fill in the NOTES section below and schedule an appointment with your primary counsellor.

Optional note:

### Terms

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics ===== The Website is regularly monitored in order to supply you with the best service and to

I agree to the terms outlined above

# ACCESSABILITY ONLINE MODULE

## Requesting Accommodations

6a. If no changes are needed: select “My accommodations are correct the way they are”

6b. If additional accommodations or changes are requested: select “I need additional accommodation” and fill in the “optional notes” section. **MAKE AN APPOINTMENT WITH YOUR COUNSELLOR.**

### Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

<b>Your accommodations:</b>	<b>Courses to request:</b>
<input type="checkbox"/> Assistive Technology training	<input checked="" type="checkbox"/> <b>Test course 1 111</b> section 1 Lister, Christine clist@dawsoncollege.qc.ca
<input type="checkbox"/> E-Text version of course material (provided by service)	<input type="checkbox"/> <b>Test course 2 222</b> section 2 Lister, Christine clist@dawsoncollege.qc.ca
<input type="checkbox"/> Notetaker	<input type="checkbox"/> <b>Test course 3 333</b> section 3 Lister, Christine clist@dawsoncollege.qc.ca
<input type="checkbox"/> Tests/exams written at our service	<a href="#">check all</a> <a href="#">check none</a>
<input type="checkbox"/> Extended or Stop time: 33% extended time	
<a href="#">check all</a> <a href="#">check none</a>	

Please indicate if your accommodations require any changes:

My accommodation(s) are correct the way they are

I need additional accommodations.\*\*Please fill in the NOTES section below and schedule an appointment with your primary counsellor.

I need to change or remove an accommodation. \*\*Please fill in the NOTES section below and schedule an appointment with your primary counsellor.

Optional note:

### Terms

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics ===== The Website is regularly monitored in order to supply you with the best service and to

I agree to the terms outlined above

7. Click “I agree....” then click on “submit”. Repeat process if requesting each course individually.

I agree to the terms outlined above

# ACCESSABILITY ONLINE MODULE

## Requesting Accommodations

### REQUEST STATUS

#### 8. Status changes to “pending” once request is submitted

Accommodations    FAQ    Submit a comment    Help

### Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term:

Course	Status	Request
Test course 1 111 <b>Section 1</b>	<b>Pending</b> Your primary counsellor will review the information and update the status. Once the status has been approved, you may come to 2E.8A to pick up your accommodation letters and sign your IEP.	
Test course 2 222 <b>Section 2</b>	<b>Pending</b> Your primary counsellor will review the information and update the status. Once the status has been approved, you may come to 2E.8A to pick up your accommodation letters and sign your IEP.	
Test course 3 333 <b>Section 3</b>	<b>Pending</b> Your primary counsellor will review the information and update the status. Once the status has been approved, you may come to 2E.8A to pick up your accommodation letters and sign your IEP.	

#### 9. Status changes to “sent” if approved and “denied” if your counsellor wishes to meet with you

Accommodations    FAQ    Submit a comment    Help

### Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term:

Course	Status	Request
Test course 1 111 <b>Section 1</b>	<b>Sent</b> Your accommodations have been approved. Your letters will be available for pick up within 3 school days.	
Test course 2 222 <b>Section 2</b>	<b>Denied</b> Please contact your primary counsellor for additional information	
Test course 3 333 <b>Section 3</b>	<b>Sent</b> Your accommodations have been approved. Your letters will be available for pick up within 3 school days.	

#### 10. Come to 2E.8A to pick up letters and sign IEP

Your IEP needs to be signed and your accommodation letters picked up by the deadline. This deadline usually coincides with the course withdrawal deadline. Please see our “SAAC Important Dates and Deadlines” on our webpage.

---

# ACCESSABILITY ONLINE MODULE

---

## Book a Test Module

IN-SESSION EXAMS (INCLUDES, TESTS, QUIZZES, MIDTERMS, ESSAYS, FINALS)

Held between the first day and last day of class

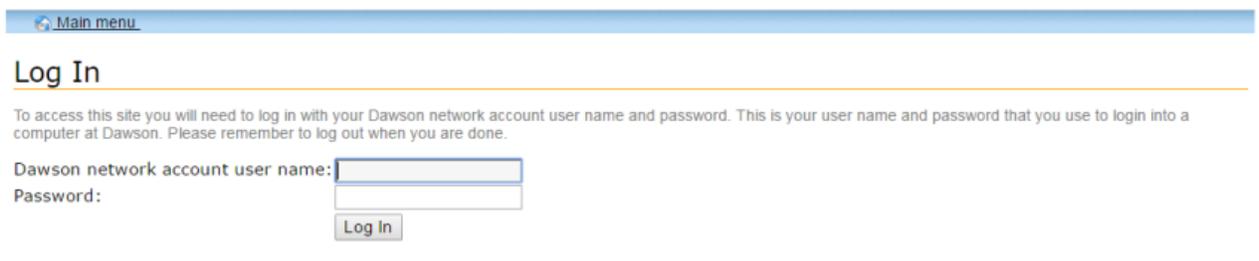
You can access the test booking module by going to the following webpages:

- <https://www.dawsoncollege.qc.ca/student-accessibility/test-exam-sign-up/> and choose "In session test/exams"
- <https://www.dawsoncollege.qc.ca/student-accessibility/accessability-online-module/> and choose "In class Test/Exam sign up"
- Or through your MyDawson portal under "Student Services" and then "AccessAbility Online Module".

Scheduling your exams must be done three (3) business days before the day you intend to write your exam. If not within the three (3) business days, the system will not allow you to register for the exam. Weekends DO NOT count!

### 1. Enter your Network account credentials

---



The screenshot shows a web page with a blue header containing a home icon and the text "Main menu". Below the header is the heading "Log In". A paragraph of text reads: "To access this site you will need to log in with your Dawson network account user name and password. This is your user name and password that you use to login into a computer at Dawson. Please remember to log out when you are done." Below this text are two input fields: "Dawson network account user name:" and "Password:". A "Log In" button is positioned below the password field.

### 2. Click on "Book a test"

---

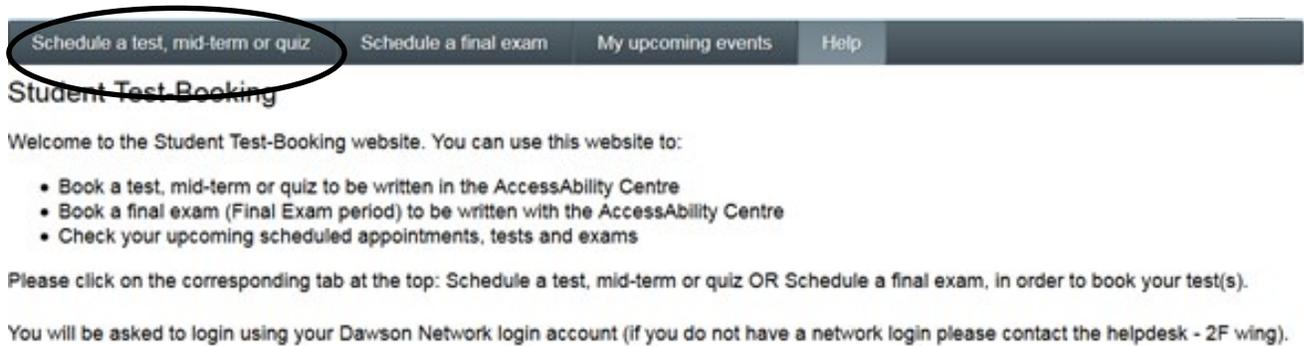


The screenshot shows a web page with a blue header containing a home icon and the text "Main menu". Below the header is the heading "Welcome to the Online Student Services". A paragraph of text reads: "Please select an option from the menu below:". Below this text are four icons with corresponding text links: a book icon for "Book a test", a calendar icon for "Self registration", a checkmark icon for "Online intake", and a calendar icon for "Online Appointment Booking".

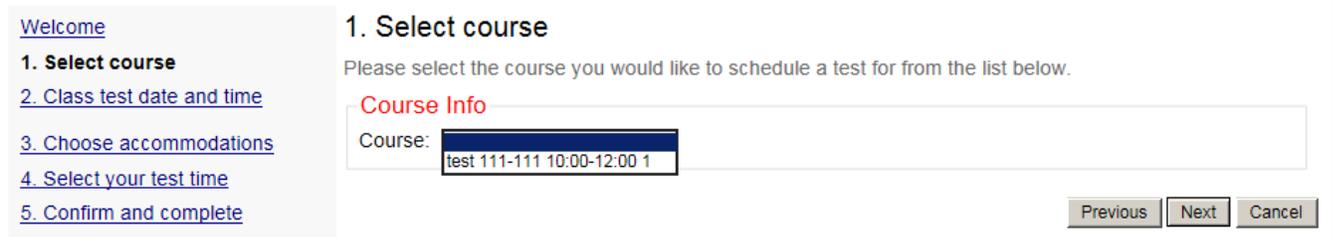
### 3. At the Welcome page, click on "Next" to continue

---

#### 4. Click on “Schedule a test, mid-term or quiz”

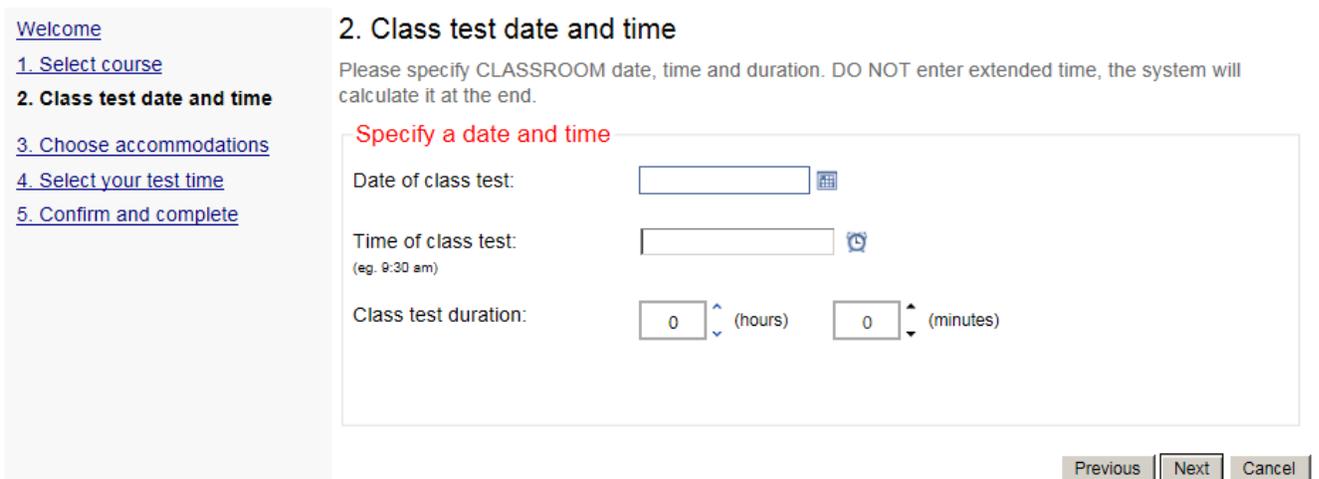


#### 5. Choose the course you are scheduling



#### 6. Click on “Next” to continue

#### 7. Enter the date, time and duration (duration as per classroom)



#### 8. Click on “Next” to continue

## 9. Choose your accommodations

[Welcome](#)

[1. Select course](#)

[2. Class test date and time](#)

**3. Choose accommodations**

[4. Select your test time](#)

[5. Confirm and complete](#)

### 3. Choose accommodations

ONLY check off the accommodations NEEDED for this test.

#### Available accommodations

Only accommodations with a check will be used for your test booking.

- Expiry date (January 29, 2016)
- Computer
- Tests and exams written outside of the classroom, usually in our Centre. Supervised by our staff.
- Extended time (50%)
- Electronic version
- Extended time (50%)
- Text-to-Speech (provided by our Service)

[Previous](#) [Next](#) [Cancel](#)

## 10. Click on "Next" to continue

## 11. Select your test time

[Welcome](#)

[1. Select course](#)

[2. Class test date and time](#)

[3. Choose accommodations](#)

**4. Select your test time**

[5. Confirm and complete](#)

### 4. Select your test time

Please confirm a date and time from the list of available dates and times below.

#### Available dates & times

Please take into consideration your other courses when booking your exam time.

- Friday August 11 . 8:00 AM to 9:30 AM
- Friday August 11 . 7:45 AM to 9:15 AM
- Friday August 11 . 7:30 AM to 9:00 AM

A spot was found for you to write your test in the AccessAbility Centre; please click the 'Next' button below to continue scheduling your test.

[Previous](#) [Next](#) [Cancel](#)

## 12. Click on "Next" to continue

## 13. Click on "Finish"

[Welcome](#)

[1. Select course](#)

[2. Class test date and time](#)

[3. Choose accommodations](#)

[4. Select your test time](#)

**5. Confirm and complete**

### 5. Confirm and complete

Please verify the information and tick the "I confirm" box below. An e-mail will be sent to you and to your teacher confirming that you have signed up to write your exam in the AccessAbility Centre.

#### Your tentative test information

**Tentative test date and time**  
Fri Aug 11, 2017 . 7:30 AM to 9:00 AM (1 h and 30 m)  
**Course information**  
test 111-111 10:00-12:00 1

**Class test date / time**  
Fri Aug 11, 2017 8:00 AM (1 h)  
**\* Note: this is not your accommodated writing time**

#### Accommodations required

Tests and exams written outside of the classroom, usually in our Centre. Supervised by our staff.  
Extended time (50%)

I confirm that the information is correct and I will write my test as scheduled in the AccessAbility Centre.

[Previous](#) [Finish](#) [Cancel](#)

# ACCESSABILITY ONLINE MODULE

## Book a Test Module

### FINAL EXAMS

Held after classes have ended

You can sign up for your Final Exams by going to the following webpages:

- <https://www.dawsoncollege.qc.ca/student-accessibility/test-exam-sign-up/> and choose "Official Final Exam Period"
- <https://www.dawsoncollege.qc.ca/student-accessibility/accessability-online-module/> and choose "Final Exam Sign up"
- Or through your MyDawson portal under "Student Services" and then "AccessAbility Online Module".

Final Exam must be scheduled by the deadline as indicated on our "SAAC Deadlines and Important Dates" webpage.

### 1. Enter your Network account credentials

#### Log In

To access this site you will need to log in with your Dawson network account user name and password. This is your user name and password that you use to login into a computer at Dawson. Please remember to log out when you are done.

Dawson network account user name:

Password:

### 2. Click on "Book a test"

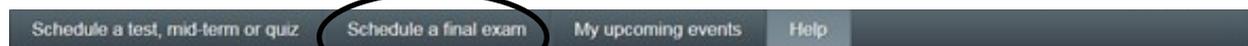
Welcome to the Online Student Services

Please select an option from the menu below:



### 3. At the Welcome page, click on "Next" to continue

### 4. Click on "Schedule a final exam"



#### Student Test-Booking

Welcome to the Student Test-Booking website. You can use this website to:

- Book a test, mid-term or quiz to be written in the AccessAbility Centre
- Book a final exam (Final Exam period) to be written with the AccessAbility Centre
- Check your upcoming scheduled appointments, tests and exams

Please click on the corresponding tab at the top: Schedule a test, mid-term or quiz OR Schedule a final exam, in order to book your test(s).

You will be asked to login using your Dawson Network login account (if you do not have a network login please contact the helpdesk - 2F wing).

## 5. Choose the course you are scheduling

Welcome

[1. Select course](#)

[2. Final Exam date and start time \(NOT your actual end time. This will be calculated at the end\)](#)

[3. Choose accommodations](#)

[4. Your exam time](#)

[6. Confirm and complete](#)

### 1. Select course

Please select the course you would like to schedule an exam for from the list below.

**Course Info**

Course:

## 6. Click on “Next” to continue

## 7. The date, time and duration have already been scheduled

Welcome

[1. Select course](#)

**[2. Final Exam date and start time \(NOT your actual end time. This will be calculated at the end\)](#)**

[3. Choose accommodations](#)

[4. Your exam time](#)

[6. Confirm and complete](#)

### 2. Final Exam date and start time (NOT your actual end time. This will be calculated at the end)

**Select a date and time**

Monday August 14 . 9:00 AM to 12:00 PM

## 8. Click on “Next” to continue

## 9. Choose your accommodations

Welcome

[1. Select course](#)

[2. Final Exam date and start time \(NOT your actual end time. This will be calculated at the end\)](#)

**[3. Choose accommodations](#)**

[4. Your exam time](#)

[6. Confirm and complete](#)

### 3. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this exam.

**Available accommodations**

**\* note: Only accommodations with a check will be used for your exam booking.**

Expiry date (January 29, 2016)

Computer

Tests and exams written outside of the classroom, usually in our Centre. Supervised by our staff.

Extended time (50%)

Electronic version

Extended time (50%)

Text-to-Speech (provided by our Service)

## 10. Click on “Next” to continue

---

<p><a href="#">Welcome</a></p> <p><a href="#">1. Select course</a></p> <p><a href="#">2. Final Exam date and start time (NOT your actual end time. This will be calculated at the end)</a></p> <p><a href="#">3. Choose accommodations</a></p> <p><b>4. Your exam time</b></p> <p><a href="#">6. Confirm and complete</a></p>	<h3>4. Your exam time</h3> <p>Below is the scheduled time for your Final Exam. Please click "next" to continue.</p> <p><b>Available dates &amp; times</b></p> <p><b>Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see alternate arrangements can be made.</b></p> <p><input checked="" type="radio"/> Monday August 14 . 9:00 AM to 1:30 PM</p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
---	---

## 11. Click on “Next” to continue

---

## 12. Click on “Finish”

---

<p><a href="#">Welcome</a></p> <p><a href="#">1. Select course</a></p> <p><a href="#">2. Final Exam date and start time (NOT your actual end time. This will be calculated at the end)</a></p> <p><a href="#">3. Choose accommodations</a></p> <p><a href="#">4. Your exam time</a></p> <p><b>6. Confirm and complete</b></p>	<h3>6. Confirm and complete</h3> <p style="background-color: yellow; border: 1px solid red; padding: 5px;"><b>This test is not scheduled yet! Click 'Finish' to submit your test request.</b></p> <p style="background-color: yellow; border: 1px solid red; padding: 5px;"><b>Please verify that the class date and time are correct - the information below will be sent to your professor.</b></p> <p><b>Your tentative test date / time</b> Mon Aug 14, 2017 9:00 AM (4 h and 30 m)</p> <p><b>Course</b> test 111-111 10:00-12:00 1</p> <p><b>Class test date / time</b> Mon Aug 14, 2017 9:00 AM (3 h)</p> <p><b>Accommodations required</b></p> <div style="border: 1px solid gray; padding: 5px;"><p>Tests and exams written outside of the classroom, usually in our Centre. Supervised by our staff.</p><p>Extended time (50%)</p></div> <p><input checked="" type="checkbox"/> I acknowledge that the information I am submitting is correct to the best of my knowledge.</p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/></p>
---	---

# ACCESSABILITY ONLINE MODULE

## Upcoming Events Module

The Upcoming Events module is accessible through the “book a test” module. It allows you to view all of your upcoming SAAC related activities. This module allows you to cancel a test/exam booking.

### ACCESSING THE MODULE

#### 1. Enter your Network account credentials

##### Log In

To access this site you will need to log in with your Dawson network account user name and password. This is your user name and password that you use to login into a computer at Dawson. Please remember to log out when you are done.

Dawson network account user name:

Password:

#### 2. Click on “Book a test”

Welcome to the Online Student Services

Please select an option from the menu below:



#### 3. Click on “My upcoming events”

Schedule a test, mid-term or quiz   Schedule a final exam   **My upcoming events**   Help

##### Student Test-Booking

Welcome to the Student Test-Booking website. You can use this website to:

- Book a test, mid-term or quiz to be written in the AccessAbility Centre
- Book a final exam (Final Exam period) to be written with the AccessAbility Centre
- Check your upcoming scheduled appointments, tests and exams

Please click on the corresponding tab at the top: Schedule a test, mid-term or quiz OR Schedule a final exam, in order to book your test(s).

You will be asked to login using your Dawson Network login account (if you do not have a network login please contact the helpdesk - 2F wing).

# ACCESSABILITY ONLINE MODULE

## Upcoming Events Module

### VIEWING

Schedule a test, mid-term or quiz   Schedule a final exam   **My upcoming events**   Help

#### My upcoming events

Your event listing

Refresh

Details	Date / time	Status	Options
<b>Accommodations</b> Anja	<b>Thu. August 10</b> 3:15 PM to 4:15 PM	Booked	<input type="button" value="Cancel"/>
<b>Class test</b> test 111-111 1	<b>Fri. August 11</b> 7:30 AM to 9:00 AM	Booked	<input type="button" value="Cancel"/>
<b>Final Exam</b> test 111-111 1	<b>Mon. August 14</b> 9:00 AM to 1:30 PM	Booked	<input type="button" value="Cancel"/>

Export to Pdf

Refresh

### CANCELLING

#### 1. Click on “cancel” for the booking or appointment

Schedule a test, mid-term or quiz   Schedule a final exam   **My upcoming events**   Help

#### My upcoming events

Your event listing

Refresh

Details	Date / time	Status	Options
<b>Accommodations</b> Anja	<b>Thu. August 10</b> 3:15 PM to 4:15 PM	Booked	<input type="button" value="Cancel"/>
<b>Class test</b> test 111-111 1	<b>Fri. August 11</b> 7:30 AM to 9:00 AM	Booked	<input type="button" value="Cancel"/>
<b>Final Exam</b> test 111-111 1	<b>Mon. August 14</b> 9:00 AM to 1:30 PM	Booked	<input type="button" value="Cancel"/>

Export to Pdf   Refresh

#### 2. Click on “OK”

Message from webpage

Are you sure you want to cancel this appointment? (this action cannot be un-done)

#### 3. Click on “Refresh”

Schedule a test, mid-term or quiz   Schedule a final exam   **My upcoming events**   Help

#### My upcoming events

Your event listing

Refresh

Details	Date / time	Status	Options
<b>Class test</b> test 111-111 1	<b>Fri. August 11</b> 7:30 AM to 9:00 AM	Booked	<input type="button" value="Cancel"/>
<b>Final Exam</b> test 111-111 1	<b>Mon. August 14</b> 9:00 AM to 1:30 PM	Booked	<input type="button" value="Cancel"/>

Export to Pdf   Refresh

# MAP OF THE COLLEGE

## Getting Around

