

Testing Centre Contact Information: Shuniah Building, Room 339A

General Tests: testingcentre@confederationcollege.ca or 807-475-6476

Accommodated Tests: testaccomms@confederationcollege.ca or 807-475-6560

General Questions

1. What's changing with Testing Services in Fall 2025?

We are **centralizing internal testing** (*Accommodated Tests and Missed Tests / Rewrites*) into a single Testing Centre, located in the **Shuniah Building, Room 339A**. This change will **streamline services, simplify processes, and improve support** for students and faculty.

2. How do I submit a test for a student?

Submitting a test request and submitting a test will now be a **combined process**. Starting in September 2025, you will have the option to **upload your test** when completing the confidential **online test request form**. You will receive an **email confirmation** if you upload your test, which will then be **printed by staff** in the Testing Centre. If there are any changes to the test after submission, please let the Testing Centre know **as soon as possible** with the contact information above.

3. Can I drop off a physical test?

Yes, you can **drop off a printed copy** of your test at the Testing Centre during office hours, or you can leave it in our **after-hours drop-off box** located directly outside the Testing Centre.

4. How will I receive the completed test?

You can choose to have the test:

- **Scanned and securely emailed** to your college email address, or
- **Held for in-person pickup** at the Testing Centre

(This option will be included on the test request form.)

5. What happens if a student has a question during their test?

For Accommodated Tests: If written concurrently with the in-class test, we will **attempt to contact or visit you** to discuss the student's question. If unreachable, the student's **concern will be documented and provided** with the completed test.

For Missed Tests / Rewrites: **No contact** will be made during the test. Students will **document any questions and may follow up with you** afterward.

General Questions

6. How are academic integrity concerns managed?

All academic integrity concerns (*e.g., academic integrity issues, unauthorized aids, technical issues*) are **documented by Testing Centre staff** using a standardized **incident report** and **shared with you**.

7. What if a student arrives late for their test?

Students may start late, but **their time may be reduced** unless otherwise noted. We follow the **timeline and instructions provided by faculty**. If you'd prefer we contact you before allowing a late start, **please indicate this** in the instructions when submitting your test.

8. What file formats are accepted for uploading tests?

We recommend **uploading tests in PDF**. Please **avoid scanned handwritten tests** or test formats that may not print clearly. If your test includes **diagrams or visuals**, ensure they are **high-resolution and printable in black and white**. Or, if needed, please arrange to drop off the tests directly.

9. What if my uploaded test is missing a page or needs to be updated?

Email the revised version to testingcentre@confederationcollege.ca with a **note explaining the change**. If it's a last-minute change, call us immediately to confirm receipt.

10. Who do I contact for help?

For **General / Missed Tests**: testingcentre@confederationcollege.ca or **807-475-6476**

For **Accommodated Tests**: testaccomms@confederationcollege.ca or **807-475-6560**

Accommodated Tests (Students with Accommodation Plans)

11. Who initiates the test booking?

Only the student can initiate an accommodated test booking using the [Student Accommodation Test Request Form](#). Once the student completes their portion of the form, you will receive an automated notice to complete the faculty section of the form. This replaces the current “cover sheet” process.

12. What do I need to do after a student submits the form?

You'll receive a prompt to complete your section, which includes test details and instructions for the test delivery. You will also have the option of uploading a copy of your test. Please aim to complete this at least 2 business days before the test to allow sufficient time for processing.

13. What if a student books late?

During the Student Accessibility Services intake process, students are reminded that they are responsible for booking their tests at least 7 days in advance. We do our best to accommodate, but bookings made with less than 7 days' notice may not be guaranteed. If we cannot accommodate the student due to a late booking, they will have the option to write in the classroom at the scheduled time that their classmates write, or to request your permission to write the test at a later date.

14. Can I submit the form for the student?

No. Only the student can initiate this process. If students need assistance booking their tests, they should reach out to their Accessibility Strategist.

15. What if a student misses their test?

If a student does not show up for their scheduled test at the Testing Centre, you will receive an automated email advising you. The student will also receive an email notification advising them to reach out to their instructor directly regarding next steps. If you approve a rewrite of the test, the student may rebook using the [Student Accommodation Test Request Form](#).

Missed Tests or Rewrites (Individual Exceptions)

16. Who initiates a missed test or rewrite?

Students initiate the [Missed Test / Rewrite Booking Form](#) by providing information on the test they are requesting to write at an alternative time. When the student begins the form, they will be prompted by a message reminding them to **discuss their request with their instructors before** completing the request.

When a student submits a request, **you will receive an email notification** letting you know that there is a **request requiring review and approval**.

If you approve the request, you will be able to complete the online form providing the **instructions for the test**, with the option to **upload a copy of the test for printing**, and you will also provide us with the **timeline and last possible date** for the student to write the test.

If you reject the students' request, the student will receive an email notification letting them know their request was not approved.

17. What happens after I complete the form?

1. The **student is notified**.
2. The **student contacts the Testing Centre** to book.
3. The Testing Centre will **administer the test** according to your instructions.

18. What if the student has an accommodation plan?

All tests requiring accommodations should be **submitted by the student** through the [Student Accommodation Test Request Form](#), including missed tests and rewrites. The Testing Centre may **reach out to you to confirm permissions** for the student to write a missed test, or you can email testaccomms@confederationcollege.ca in advance to **advise us that you have approved a rewrite**.

19. What if the student misses the booking deadline?

We **will not** schedule the test after the deadline. **The student must contact you directly**. To approve an extension, email testingcentre@confederationcollege.ca.

20. Are there guidelines for missed tests?

Yes. See the College statement titled [Writing Tests at an Alternate Time](#).