

**Testing Centre Contact Information:** Shuniah Building, Room 339A  
**General Tests:** [testingcentre@confederationcollege.ca](mailto:testingcentre@confederationcollege.ca) or 807-475-6476  
**Accommodated Tests:** [testaccomms@confederationcollege.ca](mailto:testaccomms@confederationcollege.ca) or 807-475-6560

## General Questions

### 1. Where is the Testing Centre located?

The Testing Centre is located in **Room 339A**, on the third floor of the **Shuniah Building** on the Thunder Bay campus.

### 2. How will I know when and where to write my test?

After you **fill out and submit the booking form**, you'll receive a **confirmation email** with the next steps. **This may take a few days**, as once a student submits their booking form, it requires **faculty to approve the request** and provide directions.

### 3. What if I need a specific testing space?

If you have an **Accommodation Plan**, we will follow your approved accommodations and ensure an appropriate space is booked.

### 4. Can I book a Mature Student Assessment in the Testing Centre?

Yes, we oversee the Mature Student Assessment for prospective Confederation College Students. Please **contact us for more information** about booking this test.

### 5. Can I book an external test in the Testing Centre?

No, currently we are **unable to accommodate external test bookings** in the Testing Centre.

### 6. What should I bring on the day of my test?

Bring your **Student ID**, any **approved materials** allowed for the test (calculator, notes, etc.), and **arrive 10 minutes early**. All other belongings will be stored in a secure designated area.

### Accommodated Tests (Students with Accommodation Plans)

#### 7. How do I book a test with accommodations?

Fill out the [Student Accommodation Test Request Form](#) at least 7 days before your test date.

What happens next?

- You'll receive a confirmation email.
- Your instructor will be prompted to provide test details.
- We'll handle booking your space and confirming everything with you.

#### 8. What if I miss the 7-day deadline?

We will try to help, but accommodations **may not be guaranteed without enough notice**. If we cannot accommodate you due to a late booking, you will have **the option to write in the classroom**, or you can **speak with your instructor** about receiving permission to write the test on an alternative date.

#### 9. Can my professor book my test for me?

No. **Only you** can start the booking process. If you need assistance with the booking form please contact your **Accessibility Strategist**.

#### 10. What should I do if I have to miss an accommodated test?

If you are unable to attend your test, **please notify us as soon as possible** by emailing [testaccomms@confederationcollege.ca](mailto:testaccomms@confederationcollege.ca) or by calling **807-475-6560**. If you miss a test you will need to **request permission from your instructor** before rebooking the test.

#### 11. Can I request a specific room or proctor for my test?

When you book a test, the Test Accommodation Facilitator will **review your accommodation plan** to ensure that your accommodations are met; however, we are **not able to accommodate preferences for specific spaces or proctors**.

### Missed Tests or Rewrites (Approved by Faculty)

#### 12. I missed a test – what do I do?

**Contact your instructor first** to discuss your missed test and whether you would be eligible for a rewrite. **If they approve a rewrite, [rebook using the online booking form](#).** Once you submit your form, your instructor will receive an email to **approve your test** and **provide all the information** the Testing Centre needs to book and invigilate your test.

#### 13. What happens after my instructor approves the form?

1. You'll get a **confirmation email** with instructions.
2. **Contact the Testing Centre** to book your test time.
3. **Write your test** in the Testing Centre at the scheduled time.

#### 14. How should I book a missed test if I have an Accommodation Plan?

**All tests requiring accommodations** should be submitted through the [Accommodated Test Request Form](#), including missed tests and rewrites. We may reach out to your instructor to **confirm their permission** before booking your test.

#### 15. What if I'm sick or have an emergency and can't attend my test?

**Contact the Testing Centre** as soon as possible and **notify your instructor**. For rewrites, your instructor **must approve a new date**. **Accommodated tests must be rebooked** using the appropriate form **after approval**.

#### 16. Who do I contact for help?

For **General / Missed Tests**: [testingcentre@confederationcollege.ca](mailto:testingcentre@confederationcollege.ca) or 807-475-6476

For **Accommodated Tests**: [testaccomms@confederationcollege.ca](mailto:testaccomms@confederationcollege.ca) or 807-475-6560