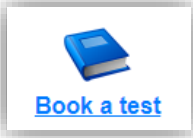
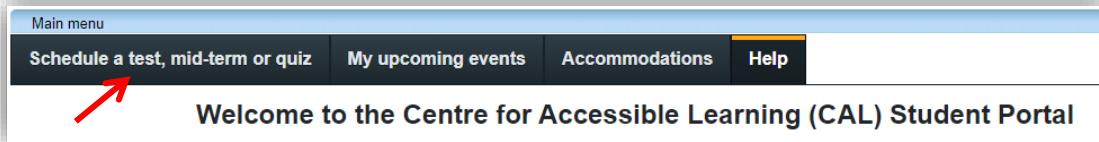


Guide to booking a test/exam with accommodations

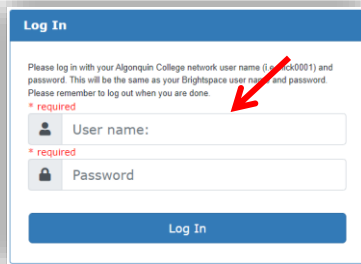
1. On the [CAL Student Portal](#) homepage, select “Book a test.”



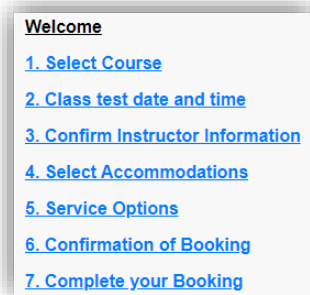
2. Once there, select “Schedule a test, mid-term or quiz.” This will take you to the login page.



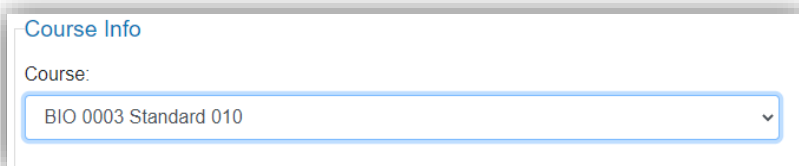
3. Log in using your Algonquin College username and password.



4. Once logged into the [CAL Student Portal](#), complete the following steps




Step 1 – Select your Course from the list of courses in the drop down



Step 2 – Select the class test date and time and non accommodated duration

Specify a date and time

Date of class test:
 

Time of class test:

Class test duration:

(hours) (minutes)

Step 3 – Confirm instructor information – this information will be automatically populated.

Instructor Info

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

Instructor name:

Instructor email:

Step 4 – Select Accommodations from the list of testing accommodations available to you.

Available accommodations

You must check off an accommodation in order to use it for your test.

Step 5 – Service options

Options for Test Booking Support

* Please select one of the following options:

Virtual (online) with CAL Test Services

In Person with CAL Test Services

NOTE - Tests/exams being delivered on campus (paper or online) must be written IN PERSON with CAL Test Services.

Step 6 – Confirmation of Booking (Selected date & Time with the extended time)

Available dates & times

Please review your accommodated test date and time:

Monday January 24 . 10:00 AM to 12:00 PM

Step 7 – Complete your Booking (Confirm details and click ‘Submit Request’) and wait for the ‘Test has been booked successfully’ screen.

Submit Request

Your Test has been Booked Successfully!

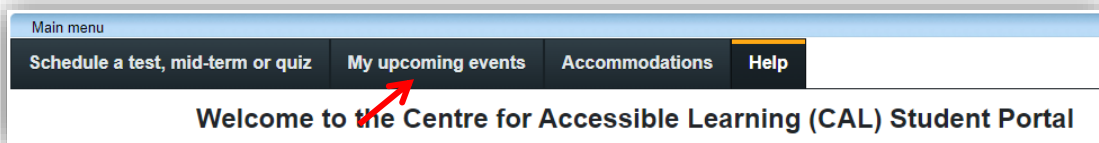
Please Click "Main Menu" and "My Upcoming Events" to view your scheduled test.

NOTE: This request is TENTATIVE until it has been approved by your professor. You will not be notified of changes by email. Check 'My Upcoming Events' in the CAL Online Portal prior to the date of the test for updates.

You've booked your test. Now what?

Check that your request went through. There are two ways you can confirm that your request went through:

1. Check your Algonquin College email for a confirmation message from CAL Test Services. This will verify that your request went through.
2. In the [CAL Student Portal](#), select "My upcoming events." This will show you all the bookings you have requested with CAL Test Services.
 - Keep checking this page to verify your test details.
 - If you see "Booked" next to a test, that means it's been approved by your instructor.
 - To cancel your booking, select "Cancel."



Your event listing Refresh

Details	Date / time	Location	Status	Options
Midterms/Tests FAKE COURSE Fake 0	Fri. September 22 9:00 AM to 12:00 PM	to be determined	Tentative	Cancel