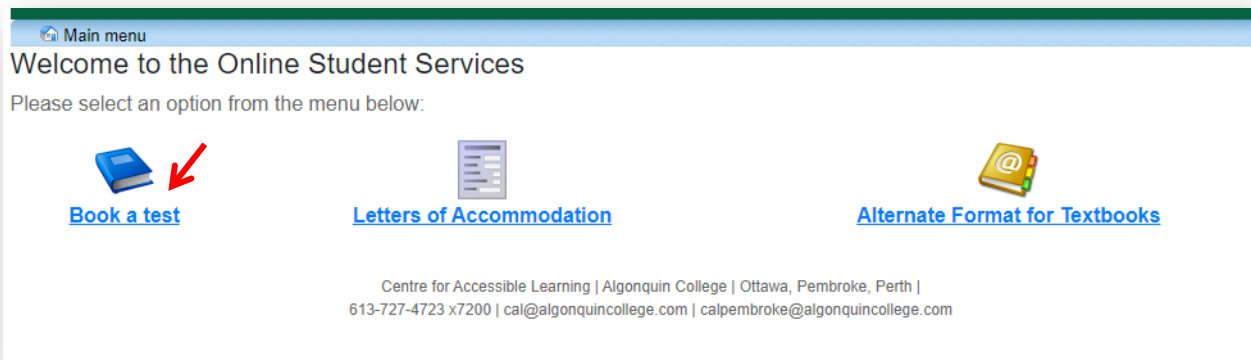


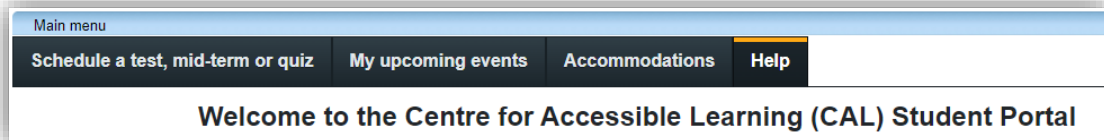
# To book your test, go to the [CAL Student Portal](#)

Follow these steps to log in to the CAL Student Portal and book your test/exam.

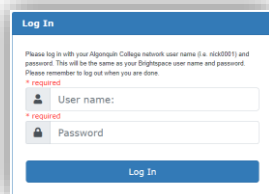
1. On the CAL Student Portal homepage, select “Book a test.”



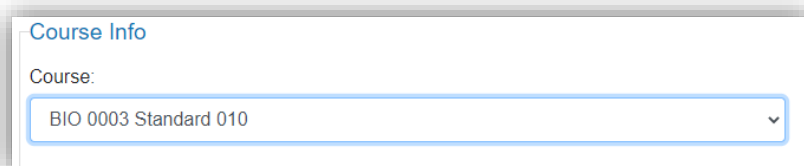
2. Once there, select “Schedule a test, mid-term or quiz.” This will take you to the login page.



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




4. Select your course from the dropdown menu.



5. Select the class's date, time, and duration as it is scheduled.

**Specify a date and time**

Date of class test:



Time of class test:

Class test duration:

(hours) (minutes)

6. The professor's name and email will appear automatically. Check to make sure they're correct. If it is incorrect, please enter the correct information.

**Instructor Info**

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

Instructor name:

Instructor email:

7. Select your requested accommodations from the dropdown list.

**Available accommodations**

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

- ☐ [AA] Non-programmable Calculator (No cellphones permitted)
- ☐ [AA] Reading Assistance
- ☐ Double Time (100% more)
- ☐ Extended Time (50% more)
- ☐ Operating System Dictation (Software)
- ☐ Read and Write (Reading Software)
- ☐ Reader
- ☐ Scribe
- ☐ Word processor (with spelling and grammar check)

8. Select an in-person or virtual format.

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.

9. Review and confirm your booking.

Available dates & times

Please review your accommodated test date and time:

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

10. Submit your booking request.

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.

**All test bookings are tentative until approved by your professor.**

## **Test/Exam Room Numbers**

Please disregard the "FLOW" message in the CAL portal for the location of your test and check the testing schedule that is posted on the wall outside Room 126 to find out what room you'll be writing your tests/exam with CAL in.

The testing schedule is posted daily, sometimes the day before and sometimes the day of, depending on when the last tests of the day are taking place.

## **Deadline for Booking Tests/Exams**

Please note that all quizzes, tests, and MUST be booked with CAL Test Services **at least 7 days in advance**. Midterms and final exams must be booked by the posted dates. Please check your AC email for deadline reminders.

## **Accommodation for Music During Tests/Exams**

Any student who has an accommodation to listen to music during tests/exams MUST submit their music on a USB stick to the Assistive Technologist to be approved **a minimum of 14 days in advance**.