



Disability Services
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Student Advocacy and Resource Services

Booking your Tests/Exams with DS

Step 1:

Fill out the Request for Examination Booking Form **at least two weeks in advance (one week notice during summer session)**. If we do not receive two weeks notice, we cannot guarantee your accommodations. The Request Form is available at the DS front desk or online at http://umanitoba.ca/student/resource/disability_services/

Note: when booking tests/exams online, always make sure that you receive a Thank You email response as a confirmation from us that we received your online booking.

Include all of the required information such as course name, instructor name and phone number, test dates and times. **Exams will only be booked if complete information is provided.**

Step 2:

On the test/exam date, show up at the test location at least 10-15 minutes before the test/exam is scheduled to begin and remember you will be asked to empty your pockets! Be sure to have your UM ID card with you. Staff will not be able to recognize all students.

If you will not be able to make it for your test, please call your department and the DS office at 474-6213 or 474-9790 (TTY) before the test begins.

If you have any other questions, please call us at 474-6213, or 474-9790 (TTY).

Things to remember:

-If “**Supervised Breaks**” is one of your accommodations, please let the staff know when you need a break. They will stop your time and start it again when you go back to work. You may be able to leave the test location accompanied by a staff member to use the washroom or get a drink etc.

-If you have a **question during your test** we will do our best to contact the instructor/department. Write your question down and an invigilator will either walk to the classroom or phone the instructor. On the rare occasions when we are unable to reach your instructor, make a note of your question on your test paper and in the “Comments” section of the Test/Exam Particular Form.

-You may bring in **food or drink** while you write, but please clean up after you’re done. If you wish to listen to music, DS staff must preview any tapes or CDs beforehand.

-If you have to write a **deferred exam** you must book it with DS, as you would any other test or exam. The forms of approval from your faculty do not automatically come to us, and we need to be aware of any deferrals you need to schedule so that we can set up a room for you.