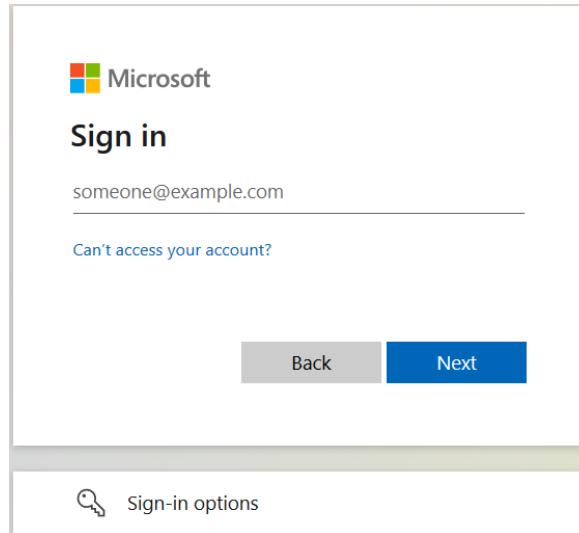


Scheduling an exam on the SAS Portal

Step 1: Log into the SAS portal by visiting

<https://sasclockwork.cc.umanitoba.ca/ClockWork/custom/misc/home.aspx>

Use your UofM student email account to sign in through Microsoft. If you are already signed in to a UofM account on your browser it might skip the Microsoft sign in



A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom of the main content area are two buttons: "Back" (grey) and "Next" (blue). Below this area is a section titled "Sign-in options" with a magnifying glass icon.



Please sign in with your University e-mail address and password to access the application.

Step 2: Click on the “Schedule a test or exam” button

University of Manitoba

Main menu

Welcome to the Online Student Services

Please select an option from the menu below:

Schedule a test or exam

My calendar

Accommodation Letters

Schedule an appointment

Course Notes

Note-takers

Alternate textbooks

Instructor Portal

Student Accessibility Services
520 University Centre
University of Manitoba
204-474-7423
Student_accessibility@umanitoba.ca

Student Accessibility Services Exam Centre
155 University Centre
University of Manitoba
204-474-6213
sasexams@umanitoba.ca

Step 3: If you are scheduling a test, midterm, or quiz select the “Schedule a test, midterm or quiz” (1). If you are scheduling a final exam, select the “Schedule a final exam” option (2).

University of Manitoba

Main menu

Schedule a test, mid-term or quiz

Schedule a final exam

My upcoming events

Accommodations

Help

Student Test-Booking and Accommodations

Welcome to the Student Test-Booking and Accommodations website. You can use this website to:

- Book a test, mid-term or quiz
- Book a final exam
- Check your upcoming scheduled appointments, tests and exams
- View your accommodations that have been assigned by your advisor
- Print out a pdf copy of your accommodations letter

To find a list of frequently asked questions regarding the SAS Online Scheduler, please visit our [FAQ webpage](#).

****PLEASE NOTE**:** If you need to schedule an online (UMLearn/at home) test/exam, please e-mail sasexams@umanitoba.ca with the details to set this up.

Please click the [Book a test, mid-term or quiz](#) link in the menu to the left in order to book a test, or choose the menu option that you would like to use.

Student Accessibility Services
520 University Centre
University of Manitoba
204-474-7423
Student_accessibility@umanitoba.ca

Student Accessibility Services Exam Centre
155 University Centre
University of Manitoba
204-474-6213
sasexams@umanitoba.ca

Step 4: This page shows what information you will need to successfully complete your booking. Click the “next” button.



Main menu 56T . log out

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete

Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully schedule your test:

1. The name of the course you want to schedule a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be writing
3. You must be booking your test a minimum of 2-weeks (14 days) before the class is writing

Click the 'Next' button below to get started.

Next Cancel

Student Accessibility Services
520 University Centre
University of Manitoba
204-474-7423
Student_accessibility@umanitoba.ca

Student Accessibility Services Exam Centre
155 University Centre
University of Manitoba
204-474-6213
sasexams@umanitoba.ca

Step 5: Select the course you are scheduling for (1). If you have not reactivated your account you will not be able to see your courses and therefore not schedule the test/exam. You will need to contact the SAS office to reactivate as soon as possible. Click "Next" (2).



Main menu 56T . log out

Welcome

- 1. Select course**
- 2. Class test date and time
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course:

If you do not see a course listed, you must reactivate your file. SAS needs to be notified if you add or change any courses. You will not be able to schedule a test/exam if you have not reactivated your file. Please e-mail your Accessibility Advisor or student_accessibility@umanitoba.ca stating that you would like to reactivate your file.

Next Cancel

Student Accessibility Services
520 University Centre
University of Manitoba
204-474-7423
Student_accessibility@umanitoba.ca

Student Accessibility Services Exam Centre
155 University Centre
University of Manitoba
204-474-6213
sasexams@umanitoba.ca

Step 6: Fill in the test details based on when the class writes the test/exam. Date of test (1), time of test (2), length of test, in hours or minutes (3), and click “Next” (4).



Main menu 55T . log out

Welcome

- 1. Select course
- 2. Class test date and time**
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete


2. Class test date and time

If the test is less than 2 weeks away, you are late and will be unable to schedule the test/exam online.

Please specify when the exam is taking place. Enter class exam duration in minutes. If the exam is less than 2 weeks away, you are late and will be unable to schedule the exam online.

If you will require an earlier start time than the rest of the class, please continue to schedule this exam and contact the SAS Exam Centre at 204-474-6213.

Specify a date and time

Date of class test:  **1**

Time of class test: **2**

Class test duration: **3**
(hours) (minutes)

4

Step 7: The instructor information will auto-fill, but can be edited if it's not correct in this step. Click "Next" once everything is correct.



Main menu 55T . log out

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info**
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete

3. Confirm prof info

Please verify the following information and correct anything that is missing or incorrect.

Course Info

Test 9900 TEST01

Instructor Info

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

Instructor name:

Instructor email:

Step 8: Select the accommodations that you require for this exam. Only accommodations that you have been approved for will show up here. Please check off what you need for the test/exam so that our Exam Centre will know which accommodations to provide (1).

SAS space for exams, extended time, and the type of exam space cannot be unchecked and will be checked off automatically. Click “Next” (2).



Main menu 55T . log out

Welcome

- Select course
- Class test date and time
- Confirm prof info
- 4. Choose accommodations**
- Select your test time
- Confirm and complete

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your Accessibility Advisor. Please check off the accommodation(s) that you feel are necessary for this test.

Available accommodations

***NOTE: Only accommodations with a check will be used for your test booking.**

- Extended Test/Exam Time (100%)
- SAS space for tests/exams – Students writing with SAS are required to book their tests/exams at least two weeks in advance during Fall/Winter. Summer session requires one week notice
- Semi-private space

Step 9: This page verifies the details of your test/exam extended time (if applicable). Click “Next” to proceed to the last page.



Main menu 55T . log out

Welcome

- Select course
- Class test date and time
- Confirm prof info
- Choose accommodations
- 5. Select your test time**
- Confirm and complete

5. Select your test time

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at (ask for assistance with test booking).

Available dates & times

If you require a start time different than what is listed below, please contact the SAS Exam Centre at 204-474-6213 or sasexams@umanitoba.ca.

- Monday May 25 . 12:30 PM to 4:30 PM

A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.

Step 10: This is the last page, where you will confirm the details you have entered, and complete the booking. You will notice the booking has your accommodated test details at the top of the page, and the class details without accommodations below.

If all of the details are correct, you will need to check off the acknowledgement (1) before clicking “finish” (2).



Main menu 55T . log out

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete**

6. Confirm and complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

Your tentative test information

Tentative test date and time
Mon May 25, 2020 . 12:30 PM to 4:30 PM (4 h)

Course information
Test 9900 TEST01

Instructor
Professor Smith . John.Smith@umanitoba.ca

Class test date / time
Mon May 25, 2020 12:30 PM (2 h)

*** Note: this is not your accommodated writing time**

Accommodations required

Extended Test/Exam Time (100%)

SAS space for tests/exams – Students writing with SAS are required to book their tests/exams at least two weeks in advance during Fall/Winter. Summer session requires one week notice

Semi-private space

I acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous Finish Cancel

Step 11: The booking is complete and a notification email will be sent to your UManitoba email address confirming these details. Please arrive at our Exam Centre at 155 University Centre 10-15 minutes prior to your start time.



Main menu 55T . log out

Schedule a test, mid-term or quiz | Schedule a final exam | My upcoming events | Accommodations | Help

Thank you for your submission!

[Schedule another test](#)

Student Accessibility Services 520 University Centre University of Manitoba 204-474-7423 Student_accessibility@umanitoba.ca	Student Accessibility Services Exam Centre 155 University Centre University of Manitoba 204-474-6213 sasexams@umanitoba.ca
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Additional Test/Exam Details:

- **U of M ID:** You will need your U of M ID or another piece of photo ID in order to write the exam with the SAS Exam Centre. You will show this to the invigilators prior to starting the exam.
- **UNABLE TO MAKE THE EXAM:** If you will not be able to make it for your test, please inform your instructor and the SAS Exam Centre at 204-474-6213 or sasexams@umanitoba.ca before the test begins.
- **QUESTIONS DURING THE TEST:** If you have a question during your test, we will do our best to contact the instructor. On the rare occasions when we are unable to reach your instructor, we will ask you to make a note of your question on your test paper and in the “comments” section of the Test/Exam Particular Form – which you will sign after you have completed your test.
- **SNACKS:** You may bring in food or drink while you write, but please clean up after you’re done and follow our allergy policies. Please note that SAS Exam Centre staff will need to inspect any food or drink items you wish to bring into the room.
- **DEFERRED EXAMS:** If you have to write a deferred exam, you must book it with SAS as you would any other test or exam. The forms of approval from your faculty do not automatically come to our office, and we need to be aware of any deferrals you need to schedule. If you have questions about this process, please reach out to your Accessibility Coordinator.
- **SAS EXAM CENTRE HOURS:** The SAS Exam Centre closes at 9:00 pm. If you have a test that will run past 9:00 pm, you will need to begin the test earlier if you wish to receive your full accommodated time. For example, if you have a 3 hour exam at 6:00 pm, and receive 50% extended time, you will need to start at 4:30 pm to receive your accommodated 4 ½ hours. The system will automatically calculate this for you when you book the exam in the SAS Portal.

If you have a test or exam scheduled on a Friday night or Saturday, the SAS Exam Centre will invigilate at the scheduled time.

SAS EXAM CENTRE HOURS:

September – April

Monday – Thursday
8:30 am – 9:00 pm

Friday
8:30 am – 4:30 pm*

Saturday
CLOSED*

Sunday
CLOSED

May - August

Monday – Friday*
8:30 am – 4:30 pm

Saturday
CLOSED*

Sunday
CLOSED

*open until 9:00 pm if needed for tests