1. Go to Test Centre website

   In your web browser, navigate to http://www.uoit.ca/testcentre

2. Click on the “Test, Mid-term and Final Exam Sign Up” link

3. Choose the “Book a test/exam” icon

4. Click on “Schedule a test, mid-term, or quiz” option from the top menu
5. Log in using your network login:
   **User name:** Your STUDENT ID NUMBER
   **Password:** SCHOOL NETWORK LOGIN PASSWORD (the same one you use to log in to your laptop)
7. Please read ‘Online Test booking’ information

8. Click the ‘Next’ button

9. From the drop down menu select the course you would like to schedule a test for

10. Click the ‘Next’ button
11. Select the day of the test by using the calendar pop up

12. Select the start time of the class test - *Please note if your class is starting 10 minutes after the hours (e.g. 8:10 am), please schedule your test on the hour (e.g. 8:00 am rather than 8:15 am).
13. Please select the length of time that the class is given to write the test using the arrows on the slider bar. Please ensure you are booking your test for the appropriate length of time – not all tests are scheduled for the full lecture period length, you must confirm the test length with your instructor, prior to booking the test.

14. Click the ‘Next’ button

15. Please select your accommodations required for the test. If you don’t require a particular accommodation for this test, please uncheck the box beside that accommodation. By default, your accommodations will be already be checked off.
16. Please note the adjusted start or end time of your test if you have extra time as your accommodation or if your test falls outside of the test centre hours.

17. Click the “Next” button

18. Please confirm the details of your test booking. If you need to change or correct any details, please use the “previous” button. Once you have verified that all the information is correct, please select the check box indicating the information is correct to the best of your knowledge.
19. Click the “Finish” button

20. You will receive a confirmation of your submission – this can sometimes take up to 2 minutes, so please be patient.

21. You will receive a confirmation email as well indicating that your test booking was successful. Please make sure you record the date and time of your scheduled test and arrive 10 minutes prior to the start of your test.

**Note:** You cannot edit your selections after submission
Your Instructor will receive an automated email of your test booking
You may check your successfully scheduled tests by navigating to the Main menu and clicking on ‘My schedule’.

** If you notice any discrepancies with your test centre bookings, please email sastestcentre@uoit.ca or call 905-721-3266 for assistance.