

## Process to Confirm Quizzes/Tests/Final Examinations

### EMAIL REMINDERS TO STUDENTS

You will receive email reminders to confirm for upcoming quizzes, tests and exams. In the email message there will be a link for you to click on that will take you to AIMS where you will confirm. The reminders will be sent to your @utoronto.ca email address at the following times:

- ◆ 14 days before your writing date informing you that you have until 10 days before your writing date to confirm your quiz/test/exam. Once you confirm you will stop receiving reminder emails for that specific test/exam.
- ◆ 10 days before your writing date informing you that this is your last day to confirm your quiz/test/exam or you will be writing with your class. If you do not respond on this day, you will need to write your test/exam with your class.
- ◆ 2 days before to remind you to check your start time and room location.

If you are unable to access your AIMS account to confirm for an upcoming quiz/test/exam or check your start time and room location it is **your** responsibility to contact the Centre immediately at 905-569-4699 or [accessconfirm.utm@utoronto.ca](mailto:accessconfirm.utm@utoronto.ca) to inform staff of the difficulty you are experiencing.

## CONFIRMING ONLINE – 14 and 10 Day Reminders

To confirm your quizzes, tests and final examinations:

1. Click on the link in the email message sent by *AccessAbility*
2. Login to AIMS using your UTORID and password

To access this site you will need to log in with your UTORid and password. Please remember to log out when you are done.

UTORid:

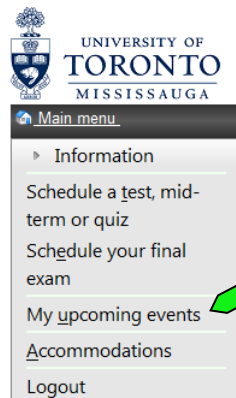
Password:

3. Click on *'Request/Confirm Tests & Exams'*



[Request/Confirm Tests & Exams](#)

4. Click on *'My upcoming events'*



5. Click on the confirm button.

The screenshot shows a web browser window displaying the 'My upcoming events' page for the University of Toronto Mississauga. The page includes a navigation menu on the left with options like 'Information', 'Schedule a test', and 'My upcoming events'. The main content area is titled 'My upcoming events' and contains a table of test events. A green arrow points to the 'Confirm' button for the event on Tuesday, October 12.

Details	Date / time	Status	Options
Test HIS 371H5 f	Mon. October 4 4:00 PM to 5:45 PM		
Test HIS 371H5 f	Tue. October 12 9:00 AM to 9:53 AM	Tentative	Confirm

You will see the following message:

The screenshot shows a 'Message from webpage' dialog box with a question mark icon. The text inside the dialog reads: 'By confirming you are acknowledging that you are requesting accommodations for this test/exam. Are you sure you want to confirm this test/exam?'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A green arrow points to the 'OK' button.

6. Click 'OK'

The 'Tentative' status will no longer be visible and you will see the message that you have successfully submitted your quiz/test/exam.

Successfully confirmed the test.

Your event listing

Refresh

Details	Date / time	Status	Options
<b>Test</b> HIS 371H5 f	<b>Mon. October 4</b> 4:00 PM to 5:45 PM		
<b>Test</b> HIS 371H5 f	<b>Tue. October 12</b> 9:00 AM to 9:53 AM		

Export to Pdf

Refresh

**PLEASE NOTE:** If you experience any difficulty requesting tests/exams or confirming your tests/exams, it is **your** responsibility to immediately inform the AccessAbility Resource Centre at 905-569-4699 or [accessconfirm.utm@utoronto.ca](mailto:accessconfirm.utm@utoronto.ca) so staff can address the issue.

**Q: If I miss the confirmation deadline can I still receive my accommodations?**

**A:** No, the confirmation deadlines are in place to ensure that the office has enough time to schedule the quiz/test/exam with your accommodations. This involves hiring an Invigilator, booking a room and equipment, obtaining a copy of the quiz/test/exam, putting together a test/exam package for the invigilator, and converting the test/exam into an alternate format (if applicable). If you contact the office after the deadline, you will be directed to your AccessAbility Advisor to discuss the reasons why you were unable to confirm your test even with reminder email messages from the Centre. If there are extenuating circumstances, (e.g. hospitalized and unable to access email) the Centre will attempt to accommodate you however, depending on the resources available, the Centre cannot guarantee that all of your accommodations will be in place.