

How to Register (Schedule) for a Test Date

1. Select 'Seneca Course Test/Exam'

- Ensure the correct Test Centre campus site is selected. If not, select the appropriate site link to change campus location
- Choose your student status by selecting 'Seneca Course Test/Exam' group from the drop-down menu

The screenshot shows the 'Exam Registration' page on the Seneca Polytechnic website. The header is red with the Seneca logo and 'POLYTECHNIC' text. Navigation links 'My Exams' and 'Sign Out' are in the top right. The main content area is divided into two columns. The left column, titled 'Exam Registration', contains a welcome message, links for 'King Campus', 'Markham Campus', and 'Newnham Campus', and a paragraph of instructions. Below this is a numbered list of steps: '1 Select Seneca Course Option (required)' and '2 Choose an exam (required)'. Step 1 has a dropdown menu with 'Select an option'. Step 2 has a dropdown menu with 'Choose a group above'. The right column, titled 'My History', shows 'Course Test / Exam - Up to 2 Hours' for 'Friday, February 3, 2023' and a 'View complete history' link. Below that is a 'More Information' section with a paragraph about privacy and a contact email 'privacyoffice@senecacollege.ca'.

2. Choose your course

- Select the correct course (course name) from the drop-down menu under the 'Choose your course' heading

This screenshot shows the 'Choose your course' step of the registration process. The left column has a numbered list: '1 Choose Your Student Status (required)' and '2 Choose your Course (required)'. Step 1 has a dropdown menu with 'Seneca Course Test / Exam'. Step 2 has a dropdown menu with 'Select an option'. The dropdown menu is open, showing a list of options: 'Select an option', 'RGB101 - RegisterBlast 101', and 'RGB101BBB.10001.2234 - Ultra'. The right column contains the same 'More Information' section as the previous screenshot, with a paragraph about privacy and a contact email 'privacyoffice@senecacollege.ca'. A 'How to Schedule' link is at the bottom right.

3. Choose a test/exam

- a) Select the specific test/exam for your course from the drop-down menu under the 'Choose an exam' heading. Verify the selection by the instructor's name

The screenshot shows a two-step registration process. Step 2, 'Choose your Course (required)', features a dropdown menu with 'RGB101BBB.10001.2234 - Ultra' selected. Step 3, 'Choose an exam (required)', features a dropdown menu with 'Choose an exam' selected, and a blue highlight on 'RGB101 Midterm 2 - L. Ip'. To the right, a sidebar contains a privacy notice and links: 'How to Schedule', 'How to Reschedule', 'How To Cancel', and 'Trouble Scheduling?'.

4. Select accommodations

- a) Select the applicable accommodations you would like applied to this test registration. Otherwise, proceed with selecting a test date

The screenshot shows the 'Select Accommodations' step. It includes a heading 'Select Accommodations' and a subheading 'Select the accommodations that you wish to use on this registration.' Below this are six checkboxes, each in a box: 'I choose not to use any accommodations on this registration', 'Alternative Testing Space - Reduced Distraction', 'AT Spell/Grammar Check', 'Calculator', 'Dictionary (word meanings not being evaluated)', and 'Extended Time One and a half (1.5x)'. To the right, a sidebar contains a privacy notice and links: 'How to S', 'How to R', 'How To C', and 'Trouble S'.

5. Select a test date

a) Choose an available testing date from the calendar widget

5 Choose a Date (required)

Thursday, July 6, 2023

< July 2023 >

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

▼

6. Select a test time

a) Select a test start time by choosing from the available start times located in the drop-down menu under the 'Choose a time' heading

6 Choose a Time (required)

Select an option

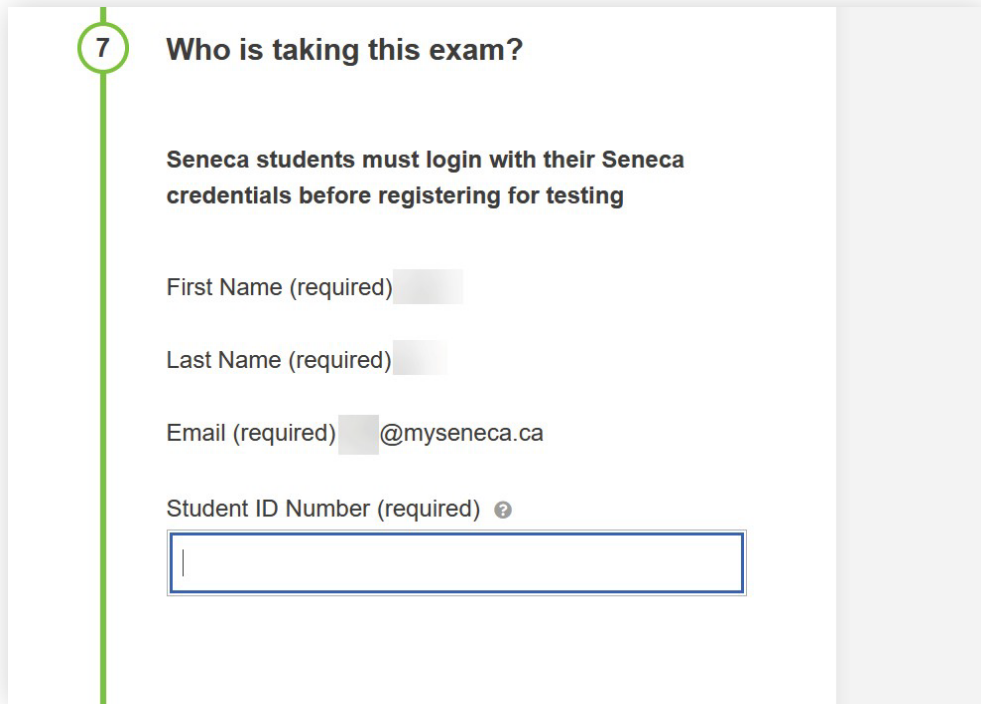
Select an option

- 8:30 AM
- 9:00 AM
- 9:30 AM
- 10:00 AM
- 10:30 AM
- 11:00 AM
- 11:30 AM
- 12:00 PM
- 12:30 PM
- 1:00 PM
- 1:30 PM
- 2:00 PM
- 2:30 PM
- 3:00 PM

Exam Start Time

7. Complete your student information

- Your personal information (first name, last name and Seneca email) fields will auto fill when you're signed in with your Seneca credentials
- Please enter your Seneca ID number (nine digit student number)



7 Who is taking this exam?

Seneca students must login with their Seneca credentials before registering for testing

First Name (required)

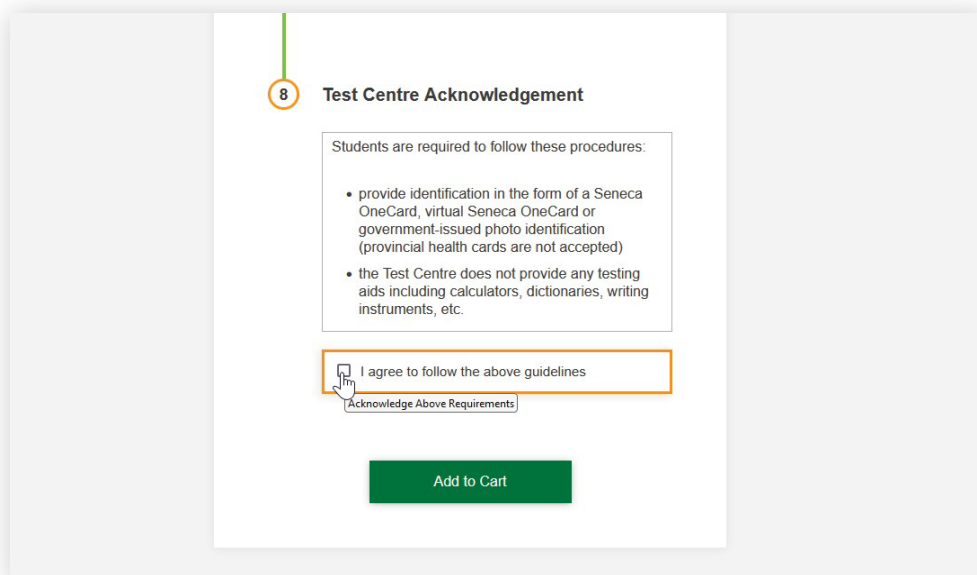
Last Name (required)

Email (required) @myseneca.ca

Student ID Number (required)

8. Read and agree to the Test Centre Guideline Acknowledgment

- Select the check box below the acknowledgment. Select the 'Add to cart' button to add the registration



8 Test Centre Acknowledgement

Students are required to follow these procedures:

- provide identification in the form of a Seneca OneCard, virtual Seneca OneCard or government-issued photo identification (provincial health cards are not accepted)
- the Test Centre does not provide any testing aids including calculators, dictionaries, writing instruments, etc.

☒ I agree to follow the above guidelines

Acknowledge Above Requirements

Add to Cart

9. Complete test registration

- If another test/exam registration is needed, select the 'Add another exam' option and repeat the previous process
- Select the 'Complete registration' button to complete your registration(s)

The screenshot shows the Seneca Polytechnic registration interface. At the top, a red header contains the Seneca Polytechnic logo and links for 'My Exams' and 'Sign Out'. Below the header, a green banner displays a message: 'Added to cart. Please note, your registration is not complete until you click the button below.' The main content area is divided into two columns. The left column, titled 'Your Cart', lists the 'RGB101 Final Exam - L. Ip' for \$0.00 on Monday, August 28, 2023, at 10:00 AM. It includes a field for applying a promo/voucher code and an 'Apply' button. Below this, the 'Total exam fees' are shown as \$0.00. At the bottom of the cart are two buttons: 'Complete Registration' and '+ Add Another Exam'. The right column, titled 'Exam Cart', shows the same exam details and a 'Complete Registration' button. Below the exam cart is a 'My History' section listing a previous exam: 'RGB101 Midterm 2 - L. Ip' on Thursday, July 6, 2023.

10. Registration confirmation

- Once you have completed your registration, a confirmation message will appear on screen and a confirmation email will be sent to your Seneca email

The screenshot shows the Seneca Polytechnic registration confirmation page. The red header at the top includes the Seneca Polytechnic logo and links for 'My History' and 'Sign In'. The main content area is divided into two columns. The left column features a large message: '[Name], your registration is complete!'. Below this, the exam details are listed: 'RGB101 Final Exam - L. Ip' on Monday, August 28, 2023, at 10:00 AM. The details include the exam group, location (Markham Campus Test Centre, Room: M190), exam number (498408), student ID number (987654321), and a list of procedures students are required to follow, such as providing identification, not using testing aids, and refraining from wearing wristwatches. The right column, titled 'Success', contains a 'Return to Main Page' button.