

How to Register (Schedule) for a Test Date

1. Select the Test Name

a) Select the test name link that you are scheduling a test date for from your list of courses

The screenshot shows a user interface for 'My Exams'. At the top, there is a navigation bar with links: Dashboard, Account, History, My Exams (highlighted), and Teams. Below the navigation bar, the page title is 'Exams'. A vertical timeline on the left has a marker '1' next to the exam title 'IAF826 MIDTERM - A. Wilson'. Below the title, there is a link: [Seneca Course Test / Exam > Advanced Auditing > IAF826 MIDTERM - A. Wilson](#). A mouse cursor is pointing at this link. Below the link, there is a text box that says: 'Please use the links above to schedule your exams. If you don't see the exam you want to schedule for, please use our [full exam list to schedule](#)'.

b) Student Status, Course, and Exam fields will be automatically filled

The screenshot shows the 'Exam Registration' page. At the top, there is a red header with the Seneca Polytechnic logo and a 'My Exams' button. Below the header, the page is divided into two columns. The left column is titled 'Exam Registration' and contains a welcome message from Seneca's Markham Campus Test Centre. It provides instructions on how to schedule testing at another location and lists three campus options: [King Campus](#), [Newnham Campus](#), and [Seneca@York Campus](#). It also provides contact information for the Markham Campus Test Centre. The right column is titled 'My History' and lists five exams: 'RGB101 Quiz 2 - L. Ip' (Thursday, May 23, 2024), 'RGB101 Test 1 - L. Ip' (Tuesday, February 6, 2024), 'RGB101 BBB Sup Test - K. Chang' (Friday, January 26, 2024), 'RGB101 Deferred Exam - L. Ip' (Tuesday, September 12, 2023), and 'RGB101 Final Exam - L. Ip' (Thursday, September 7, 2023). Below the 'My History' section, there is a 'View complete history' link. The bottom section of the page is titled 'More Information' and contains a 'Cancellations and Rescheduling' section. It states: 'If you need to cancel or reschedule your test date, you must do so more than 24 hours in advance. Your new testing date must be agreed upon between you and your instructor before scheduling a new date.' The registration form consists of three steps: 1. 'Select Seneca Course Option (required)' with a dropdown menu showing 'Seneca Course Test / Exam'. 2. 'Choose your course (required)' with a dropdown menu showing 'Register Blast Test 1'. 3. 'Choose an exam (required)' with a dropdown menu showing 'RBG101 Quiz 4 - L. Ip'.

2. Select accommodations

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

4

Select Accommodations

Select the accommodations that you wish to use on this registration.

- ☐ Extended Time One and a half (1.5x)
- ☐ Formula sheet; to be approved by Faculty 5 days prior to assessment
- ☐ Scrap Paper
- ☐ Text to Speech application
- ☐ Music during timed assessments

3. 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					

4. 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

5. Complete your student information

- a) Your personal information (first name, last name and Seneca email) fields will auto fill when you're signed in with your Seneca credentials
- b) Please enter your Seneca ID number (nine-digit student number) and your program code (3 or 4 letters ie. PHS).

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) ?

6. Read and agree to the Test Centre Guideline Acknowledgment

- a) 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

7. Complete test registration

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

Seneca POLYTECHNIC My Exams Sign Out

Added to cart. Please note, your registration is not complete until you click the button below.

Your Cart

RGB101 Final Exam - L. Ip	\$0.00 ✖
Monday, August 28, 2023 10:00 AM	
<input type="text" value="Apply promo/voucher code"/>	Apply
Total exam fees	\$0.00

Complete Registration **+ Add Another Exam**

Exam Cart

RGB101 Final Exam - L. Ip	\$0.00 ✖
Monday, August 28, 2023 10:00 AM	
Complete Registration	

My History

RGB101 Midterm 2 - L. Ip
Thursday, July 6, 2023

8. Registration confirmation

- a) 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 website's registration confirmation page. The header is red with the Seneca Polytechnic logo on the left and 'My History' and 'Sign In' links on the right. The main content area is light gray. On the left, a white box contains the message: '[Redacted], your registration is complete!'. Below this, the title 'RGB101 Final Exam - L. Ip' is followed by the date and time 'Monday, August 28, 2023 10:00 AM'. A breadcrumb trail reads: 'Group: Seneca Course Test / Exam > RGB101 - RegisterBlast 101 > RGB101 Final Exam - L. Ip'. The location is 'Markham Campus Test Centre, Room: M190' and the exam number is '498408'. The student ID number is '987654321'. A list of procedures for students is provided, including identification requirements, testing aids, electronics, food, and coats. On the right, a white box with a red border contains the word 'Success' and a red link 'Return to Main Page'.

Seneca
POLYTECHNIC

My History Sign In

[Redacted], your registration is complete!

RGB101 Final Exam - L. Ip

Monday, August 28, 2023 10:00 AM

Group: Seneca Course Test / Exam > RGB101 - RegisterBlast 101 > RGB101 Final Exam - L. Ip

Location: Markham Campus Test Centre, Room: M190

Exam Number: 498408

Student ID Number
987654321

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.
- all electronics and valuables can remain with the student, but must be placed at their feet in an integrity bag, which will be provided
- refrain from wearing wristwatches during the test
- food is not permitted in the testing rooms; only water in clear containers is permitted
- backpacks, briefcases or other bags are not permitted in the testing rooms
- coats are not permitted in the testing rooms

Success

[Return to Main Page](#)