Student Disability Services SNAP Exam Scheduling System!

You are now required to schedule ALL tests, quizzes, final exams and makeup tests/exams using the NEW Exam Scheduling System.

Please read the following instructions carefully:

- Each semester you must register with SDS office and meet with your Disability Advisor – once you have done this, you can go ahead and schedule tests/exams using the new online system
- Go to the SDS website: www.uwindsor.ca/disability and click on the link on the right hand side of the home page titled **'Schedule Exams online using SNAP'**
- Log into SNAP using your UWin ID (NOT Student #) and password **(*YOU MUST BE REGISTERED IN CLASSES TO USE THIS ONLINE SYSTEM*)**
- This brings you to the **'Personal Information'** page – remember that this information comes from your SIS and if it is not correct, you must go to your SIS (http://web4.uwindsor.ca/sis) to make any changes
- The **'Approved Accommodations'** tab confirms all classroom and exam accommodations that you have discussed with your Disability Advisor – if you need to update these accommodations, you must meet with your SDS Disability Advisor

Scheduling Exams:

- The **'Exam Scheduler'** tab is where you schedule all tests and exams – when you click on this tab it brings you to your current exam schedule – if the screen is blank, it means that you have not yet scheduled any exams
- Click on the link, **'Add New Exam'** to schedule your tests, quizzes, and final exams
- Remember to complete all mandatory fields (fields with *) – End Time is NOT mandatory – click Save
- Review the Exam Policies on the pop up and click OK
- **You will receive a confirmation email (uwindsor account) for each exam entry** (when you receive this email confirmation it means that you are now scheduled with SDS and you will be expected to show up to write at this date/time)
- **IMPORTANT: You MUST click on 'Add New Exam' each time you enter a new exam *(the form does NOT clear automatically)***
- You are required to register **7 days in advance notice** of any test/exam – if you are trying to schedule a test/exam in less than **7 days**, the online system will not let you and you will have to contact the Exam Coordinator in SDS by email (disability@uwindsor.ca). It is important to schedule all tests/exams with at least **7 days notice** OR you may not be permitted to write with accommodations in the Student Disability Services office
- You can view all of the current semester's scheduled tests/exams by clicking the link, **'My Exam Schedule'**
- After each new exam entry, a confirmation email will also be sent to Liz Fallaise, the Exam Coordinator

- **All evening FINAL (December & April) exams are written in the SDS office at 6:00 pm so you MUST record the time of 18:00 in the online exam scheduler**

- **Any MIDTERM test/quiz that is longer than 2 hours (class time) should also have a start time of 6:00 pm**

- BUT if your evening test/exam is just a quiz or short test (under 2 hours) with a lecture afterwards OR the lecture first with the quiz/test afterwards, you must schedule accordingly:

Example # 1: If the lecture runs from 7:00 pm – 8:00 pm and the test/quiz is scheduled after the lecture, you would record your start time as 8:00 pm approximately

Example # 2: If the test/quiz is scheduled at the beginning of the class at 7:00 pm and the lecture is to resume at 8:15 pm, you would record your start time at around 6:30 pm or 6:45 pm depending on the amount of extra time you have been approved. This will allow you time to return to the classroom for the lecture.

- **If you have been approved for DOUBLE TIME, you MUST schedule your exams so you are done writing by 10:30 pm, e.g. if the test/exam is 2 or 3 hours class time, your starting time should be scheduled with a starting time of 4:30 pm.**

Modify/Cancel Exams:

- Under the **'Exam Scheduler'** tab, click on the link, **'Modify/Cancel Exam'**

- You will see a list of all tests/exams already scheduled

- Select the exam you wish to cancel or modify

- Click the button, **'Edit'**

- **You are only permitted to modify the date or time in 'Edit' mode**

- If you need to change the course information, you will have to '**Cancel'** the entire exam entry first, then click on **Add New Exam** to enter the exam again

- Don't forget to click **Save** after any exam modification/cancellation

- **Remember….if you need to cancel a test/exam with less than 7 days notice, you will have to contact the Exam Coordinator in SDS at ext 3288 or disability@uwindsor.ca** *(the new online system will NOT accept anything with notice of 5 days or less)*

- If you DROP a course and have tests/exams already scheduled, you must CANCEL these using the online scheduler as soon as possible

Scheduling Makeup Tests/Exams:

- **ALL MAKEUP TESTS/EXAMS SHOULD BE WRITTEN IN THE SDS OFFICE between the normal office hours of 8:30 am and 4:30 pm**

- You must FIRST discuss makeup arrangements with your instructor and complete the Change of Exam Form together (make sure the instructor has signed the form)

- If you are using the online exam scheduler, you MUST give at least 24 hours advance notice

- You can also email Liz Fallaise at disability@uwindsor.ca with all the exam details also giving at least 24 hours advance notice

REMEMBER:

- You are now required to register **7 days in** advance of any exam
- Make sure a **Change of Exam** form is completed prior to writing any rescheduled exam
- When rescheduling any exam, it is very important to make note (Notes field) of the original class date/time
- If you need to CANCEL an exam right away (less than 7 days notice), call the SDS office at ext 3288 or email: disability@uwindsor.ca

If you experience any difficulties with any part of the SNAP Exam Scheduler Online System, please contact Liz Fallaise, the Exam Coordinator at ext 3463 OR by email at disability@uwindsor.ca