

Uploading Tests and Exams to the SAS Faculty Portal:

1. Log in to MyTrent.
2. Select the Support tab in the top right-hand corner of the screen.



3. Select the SAS Faculty Portal icon.



4. Detailed instructions on how to upload to the SAS Faculty Portal can be found at



www.trentu.ca/wellness/cat

Durham Exam Centre

About Us

The Durham Exam Centre (DEC) provides professional proctoring services for accommodated exams for Trent University students registered with Student Accessibility Services (SAS).

Contact Us

Phone: 905-435-5100 Ext. 5032

Email: durhamexams@trentu.ca

Durham Exam Centre – Thornton

55 Thornton Road South, Oshawa
Room – DRA 110

Durham Exam Centre – Simcoe

Advanced Learning Centre (ALC)
11 Simcoe Street North, Oshawa
4th floor - Room 414



www.trentu.ca/durham/exam-centre

STUDENT ACCESSIBILITY SERVICES

DURHAM EXAM CENTRE

Information for Faculty

Submitting Tests and Exams

An accessible electronic copy of your exam needs to be uploaded to the SAS Faculty Portal at **least 5 business days** before the test or exam date.

Please submit files in Word formats (.doc/.docx). PDF files do not allow for accessibility-related changes.

Detailed instructions about your exam need to be added to the Test Information screen in the SAS Faculty Portal.

Scantrons will be provided by the exam centre for exams where faculty have specified the version required (80/100/150) in the Test Information screen.

Exam Pick Up

Exams will be delivered to faculty mailboxes within 1 business day. Alternate arrangements may be made by completing the note section in the Test Information screen or by contacting durhamexams@trentu.ca

Accessibility for Ontarians with Disabilities Act (AODA)

Trent University is mandated by law to follow the Accessibility for Ontarians with Disabilities Act. By law, each person who interacts with students is required to know and follow the Ontario legislation.

How Faculty are Notified of SAS Accommodations

At the beginning of each term, it is the student's responsibility to notify faculty of their accommodations through the SAS portal. Once a student completes the SAS notification, faculty receive an auto-generated email with the student's information and accommodations.

Durham Exam Centre Office Hours:

Monday – Friday, 8:30 am – 4:30 pm

Lisa Teabo – Exam Centre Coordinator
DRA 110

Shayne Rudolph – Program Assistant
ALC 418

Testing Hours:

By appointment only.

Students Writing in the Exam Centre

SAS Students:

Students registered with Student Accessibility Services (SAS) requiring exam-related accommodations for proctored exams must book their exams using the [SAS Portal](#) a **minimum of 14 days prior** to the start of the formal final exam period. Regular midterms, tests, and quizzes must be booked **8 days before** the test date.

Students are required to book exams according to the university exam schedule.

Date and/or time shifting can be arranged in response to disability-related reasons after the booking has been completed in the SAS portal by emailing durhamexams@trentu.ca.

SAS exams are typically written at the campus location where the course is offered.