Printing of Exams for the Durham Exam Centre

Purpose	• To outline the procedure(s) required for the printing of exams by the Durham Exam Centre for students registered with Student Accessibility Services (SAS) who receive exam-related accommodations.
Faculty Responsibilities	• Faculty will upload an accessible electronic copy (.doc/.docx) of the test/exam to the SAS Faculty Portal 5 business days prior to the test date. These files must allow for accessibility-related changes. • Faculty need to complete the Test Information screen in the SAS Faculty Portal with contact information and detailed instructions for the exam. • If applicable, faculty will provide the exam centre with any specialized items that may be required during the exam. • SAS exams are typically written at the same location that the course is offered (Thornton Rd. or Simcoe St.) • Durham campus faculty will find completed exams in their faculty mailbox by the end of the next business day. Alternate arrangements such as sending exams to the Peterborough campus can be arranged using the additional information text box in the Test Information screen.
Exam Centre Responsibilities	• If requested on the Test Information screen in the SAS Faculty Portal, the Durham Exam Centre will print tests and exams using the electronic copy uploaded by faculty. • Scantrons will be provided by the Durham Exam Centre when faculty have specified the version required (80/100/150) in the Test Information screen. • Completed exams will be securely filed until pickup and/or delivery to faculty mailboxes.

Questions? Contact us at DURHAMEXAMS@TRENTU.CA or 905-435-5102 x 5032

https://www.trentu.ca/durham/exam-centre