SAS Test Booking Instructions

Step 1: Go to https://www.ridgetownc.com/current/

Step 2: Click Student Accessibility Book Request

Step 3: Login on using Central Login & Password & Click Continue

Step 4: Review “Getting Started” Information

Step 5: Under Create a Booking Request, Click “Online Request”
**Step 6:** Select Course/Instructor from the drop down menu (i.e. DVT*9999 Intro to Computers in the Veterinary Industry) and Click “Next Step”

*Note: you will now be booking all tests for this specific course only*

**Step 7:** Select Date for selected course (i.e. DVT*9999) using the calendar menu (as indicated on course outline)

*Note: if test is online/CourseLink and the instructor has opened the test for a period of 5 days (any date within that time frame works)*
Step 8: Select Time of test (as indicated on course outline or per class schedule) using the drop-down menu.

Note: if test is online/CourseLink and the student can write it at anytime, you will still have to select a time.

Step 9: Select Format of test—tests are either in-class, practical or CourseLink/Online.

Note: Select CourseLink for all online tests.
Step 10: Select Type of Test—whether it is a quiz, test, midterm or final exam

Step 11: Select Requirements, if any. (N/A, use of a computer, computer with software, other)

NOTE: If you have the use of a computer for testing accommodations, please select computer. If you not receive any equipment for test accommodations, please select N/A. Only students with approved test requirements such as equipment will receive their equipment. If you are a student and don’t have the accommodation of a computer, but select the use of a computer, you will not receive a computer on the day of the test in the Test Centre.

This is what a your booking should look like once you have completed the information.
Step 12: Add more test to the same course by clicking the Blue “+” symbol

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Format</th>
<th>Type</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-09-25</td>
<td>10:00 AM</td>
<td>In Class</td>
<td>Midterm Exam</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Another line will appear

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Format</th>
<th>Type</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
</tr>
</tbody>
</table>

Step 13: Complete Steps 7 through to Step 12 when adding more tests to this course

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Format</th>
<th>Type</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-09-25</td>
<td>10:00 AM</td>
<td>In Class</td>
<td>Midterm Exam</td>
<td>N/A</td>
</tr>
<tr>
<td>2020-10-09</td>
<td>3:00 PM</td>
<td>In Class</td>
<td>Test</td>
<td>N/A</td>
</tr>
<tr>
<td>2020-11-05</td>
<td>10:00 AM</td>
<td>In Class</td>
<td>Test</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Finish

NOTE: Keep Clicking the Blue “+” to add more lines
**Step 14:** Once you have added all the tests to this course, **Click Finish**

![Finish button](image)

**Step 15:** Review Booking Information under Current Bookings

**Online Test Bookings**

[SAS Home](#)

Request saved...

Request saved...

**Your Current Bookings**

- DVT*9990 – Friday, September 25, 2020 at 10:00 AM Pending [Cancel This](#)
- DVT*9990 – Friday, October 9, 2020 at 3:00 PM Pending [Cancel This](#)

[Start a new request](#)

*Note: If you need to make any corrections, you can select “Cancel This” and repeat.*

*All requests will be pending until SAS confirms it by instructor information*

**Step 16:** Book for another Course. Click “Start a New Request”

**Online Test Bookings**

[SAS Home](#)

Request saved...

Request saved...

**Your Current Bookings**

- DVT*9990 – Friday, September 25, 2020 at 10:00 AM Pending [Cancel This](#)
- DVT*9990 – Friday, October 9, 2020 at 3:00 PM Pending [Cancel This](#)

[Start a new request](#)

**Step 17:** Repeat Steps as needed