

TESTING SERVICES

HOW TO:

Reply to the Request & Attach a Test for Testing Services

Upon receipt of the test request from Testing Services:

1. **OPEN** the email – you can see who, what and when all in the Subject Line.
2. Click **REPLY** and the email will reopen with the **TO: Testing Services** already filled in.
3. **Scroll down**, and you will see the email includes a “**Test Information Form**” to be filled out by you, indicating how long the test is, what materials are permitted, if a Remark or paper needs to be provided and where you can be reached. **Please fill out the required information and prepare to attach your test.**
4. Click **ATTACH FILE** (paperclip symbol) and find your test from your hard drive or jump drive. Double click on the file and this will insert your test as an attachment to the email reply.
5. Type any message in the body of the email.
6. **TIP:** If you have more than one student taking the same test at the same time, you can list their names in the body of the email and add any additional details you wish.
7. Click **SEND**.
8. You will receive a notification email from testing staff to inform you the test has been received.

Thank you!

If you need further assistance please find Testing Services information, including staff contact info at:

www.georgianc.on.ca/accessibility/test-centres