



STUDENT'S GUIDE

FOR STUDENT ACCESS CENTRE EXAM REQUESTS SUBMITTED VIA OMNIVOX

The Omnivox exam management module was created to make life simpler for the people in charge of adapted services, students and teachers. Ending the need to enter data manually, the use of this module reduces error, makes management simple and efficient, facilitates communication and operations and saves valuable time. In addition, the module allows teachers to access directly the latest information about students receiving adapted services and the accommodations that have been arranged for them.

This is your starting point!

Step 1

The student submits a request for an exam.

- Students must submit their requests **at least 7 days before the exam is scheduled to take place.**

Step 2

The teacher confirms the exam request as soon as it arrives and forwards a copy of the exam to the Student Access Centre, preferably by uploading it via Omnivox.

- Teachers must forward copies of the exams and the related instructions **at least 48 hours before the exam is scheduled to take place.**

Step 3

Student Access Centre staff validate the assistance measures.

- Student Access Centre Staff validate the assistance measures granted.
- The status of the request is modified to “Confirmed” and the student receives a message via MIO confirming the status of his or her exam request.

PROCESSING EXAM REQUESTS

I. Display settings

To see your exam requests on your home screen, follow the steps indicated below:

I.1. Sign in to the **Omnivox portal**.

I.2. In the **My Omnivox services** section, choose the **Student Access Centre** option.

1.3. Make sure the **Display only what's new and the requests to come** option is deactivated and click **Apply**.

Student Access Centre

[? Instructions](#)
Consult the instructions

[+ Submit an exam invigilation request](#)

If you want to see the list of all the exam requests you've recorded, deactivate this option.

Display parameters

Semester

Course

Date from to

Display All requests

Search criteria **Display only what's new and the requests to come**
This parameter is used to display only the requests that have something new since your last visit and the requests for which you have a future evaluation.

Key words
The search will be completed on the name of the student, course title, course number and exam title.

These settings are very useful for managing requests. For instance, you can select the dates of the requests you want to see on your screen.

2. How to submit an exam request

No later than **7 days prior to the scheduled date of the exam**, you must complete the following steps.

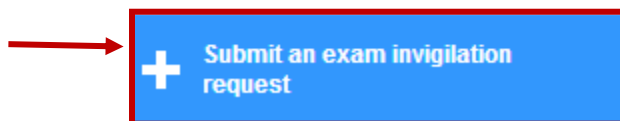
2.1 Sign in to the **Omnivox portal**.

2.2 In the **My Omnivox services** section, choose the **Student Access Centre** option.

2.3 Choose **Submit an exam invigilation request**.

Student Access Centre

[? Instructions](#)
Consult the instructions



2.4 Select the course for which you want to submit a request and enter the title of the exam.

Student Access Centre - Exam invigilation request

[? Instructions](#)
This module allows you to submit an exam invigilation request to the Student Access Centre of the College.

Title / type of exam

Eg: Essay #1, midterm exam, reading test #2

- 2.5 Enter the date of the exam, the time it is scheduled to start and the duration (in class).
- If the exam is scheduled to take longer than one sitting, click **Add a meeting**.
 - If you have been granted additional time to sit for the exam, it will be calculated automatically.

Date and time of this exam for the entire section

In how many meetings will the section's exam happen?

Date and time of meetings

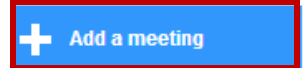
1. Duration

Total duration of the exam for the section 0h00

Allowed duration (extra time included) 0h00

Exam dates at the Student Access Centre

Date and time of meetings

 + Add a meeting

1. February 22, 2018 at Duration

IMPORTANT

Make sure you indicate the exam's real duration.

For instance: If the schedule indicates that the class begins at 9 am and ends at 10:50 am, enter a duration of 1 hour 50 minutes and not 2 hours.

- 2.6 If the exam is set to take place during a period other than your usual class time, enter the real date of your exam and the time it is scheduled to start in the **Commentary intended for teachers and staff of the Student Access Centre** box so Student Access Centre staff can modify the information.

Commentary intended for teachers and staff of the Student Access Centre



- 2.7 Select the place where you would like to sit for your exam.

Where would you want your exam to take place?

At the Student Access Centre

In class

Partially at the Student Access Centre and partially in class

- 2.8 If part of the exam takes place in a Student Access Centre room and another part in class, indicate the period during which you will be in the Student Access Centre room in the **Commentary intended for teachers and staff of the Student Access Centre** box.

- 2.9 Unless the circumstances are exceptional, always check the **My teacher will send the exam** box.

2.10 Click **Save**.

After you've clicked **Save**, the request will immediately be sent to the teacher who will approve the request and then, send it on to Student Access Centre staff.

A pictogram will be added to the left of the title of the course for which you've submitted an exam request, as shown in the following example.

Requests

Winter 2018 - 101-X13-GA sect. 11302 - Biologie humaine



Approval

examen #1

Date and time of the exam for your classmates: February 22, 2018 at 14h00 (duration of 2h00)

3. How to follow up on your exam requests

3.1 Sign in to the **Omnivox** portal.

3.2 Regularly check the **What's new** section of your home screen since this is where notices concerning your exam requests will be posted.

3.3 Before the exam, always check the **time the exam is scheduled to start** as well as the **room** and the **section** (computer number) assigned to you for that exam (it sometimes happens that changes are made to exam requests even after the requests have been confirmed).

3.4 **Report to the room indicated for your exam request about 5 to 10 minutes before the start of the exam and take your place at the computer assigned to you.**

IMPORTANT NOTES

As a student receiving special services, **it is your responsibility to submit your exam requests via Omnivox**, and you must do so **7 days prior to the scheduled date of the exam**. Any request submitted after this deadline cannot be processed since the system will automatically generate a message notifying you that it is too late to submit a request.

If this module is not operational, you must wait a few hours and try again.

If, after a few attempts, you are still unable to submit your request, please contact the [Student Access Centre agent](#) at your campus.

The staff counts on you to cooperate by reporting for your exams on time, to the confirmed room and computer. If it is impossible for you to do so, please contact the [Student Access Centre agent](#) at your campus.

Any comment or particular need concerning an exam request must be sent to the [Student Access Centre agent](#) at your campus.

STUDENT ACCESS CENTRE EXAM AGENT

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Thank you for your usual cooperation!

The team at the Cégep de la Gaspésie et des Îles Student Access Centre