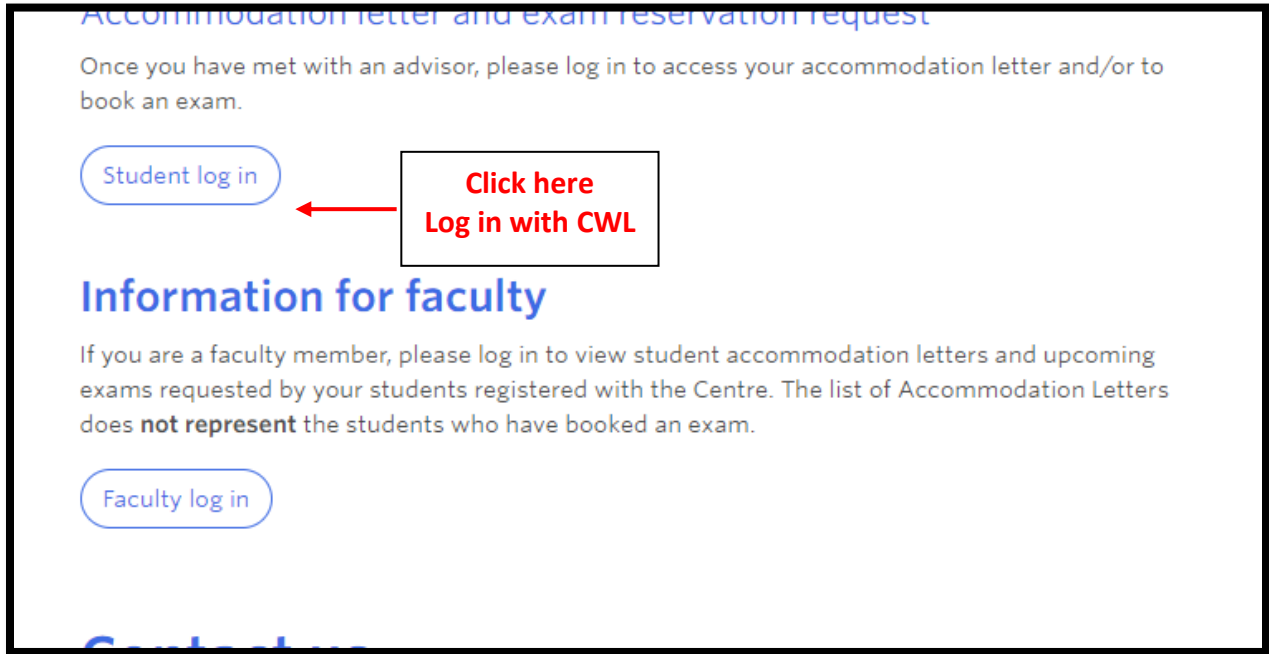
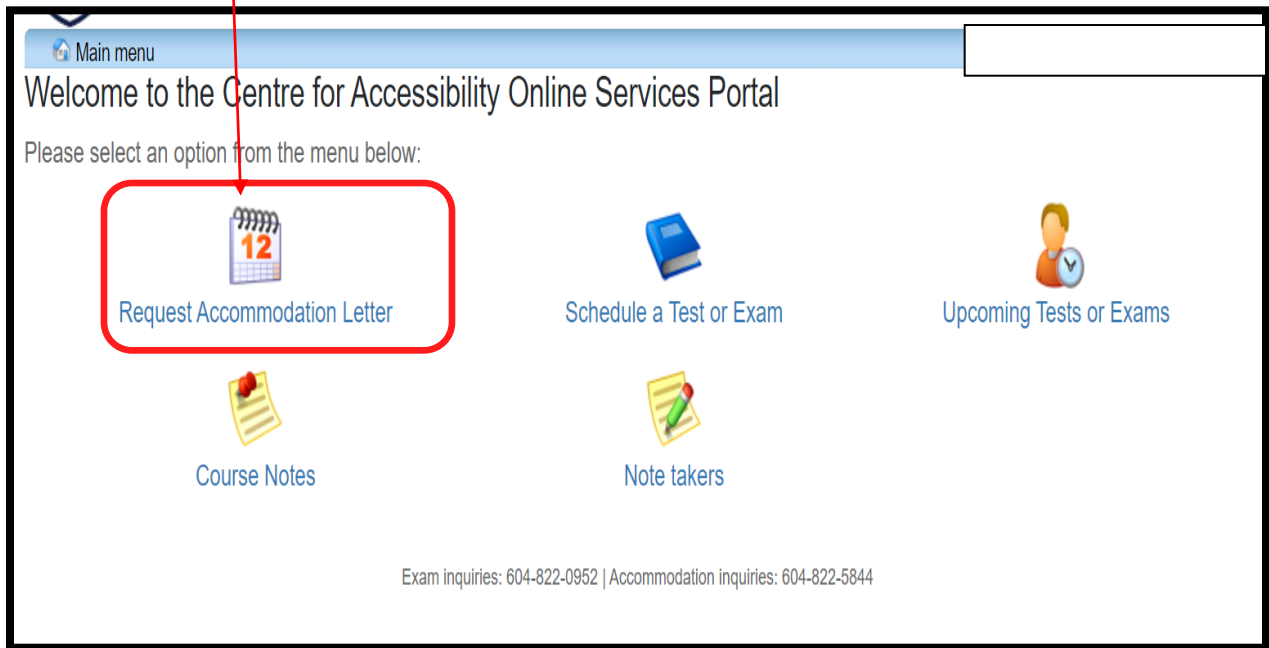


**Following are the steps for completing exam booking on Centre for Accessibility portal**

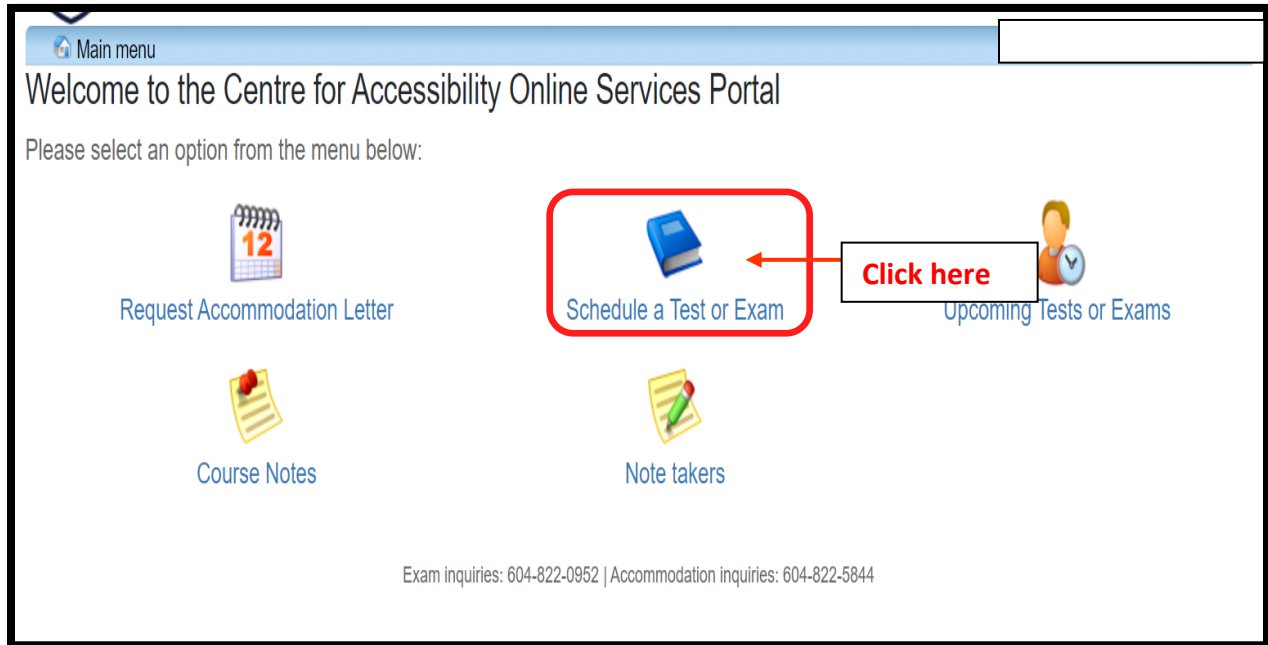
1. Log in with your CWL on our exam portal <https://students.ubc.ca/about-student-services/centre-for-accessibility> (please scroll down to find Student log in information)



Step 2: **You must download accommodation** letter before booking the exam (all students must submit accommodation letter to their instructor beginning of each term



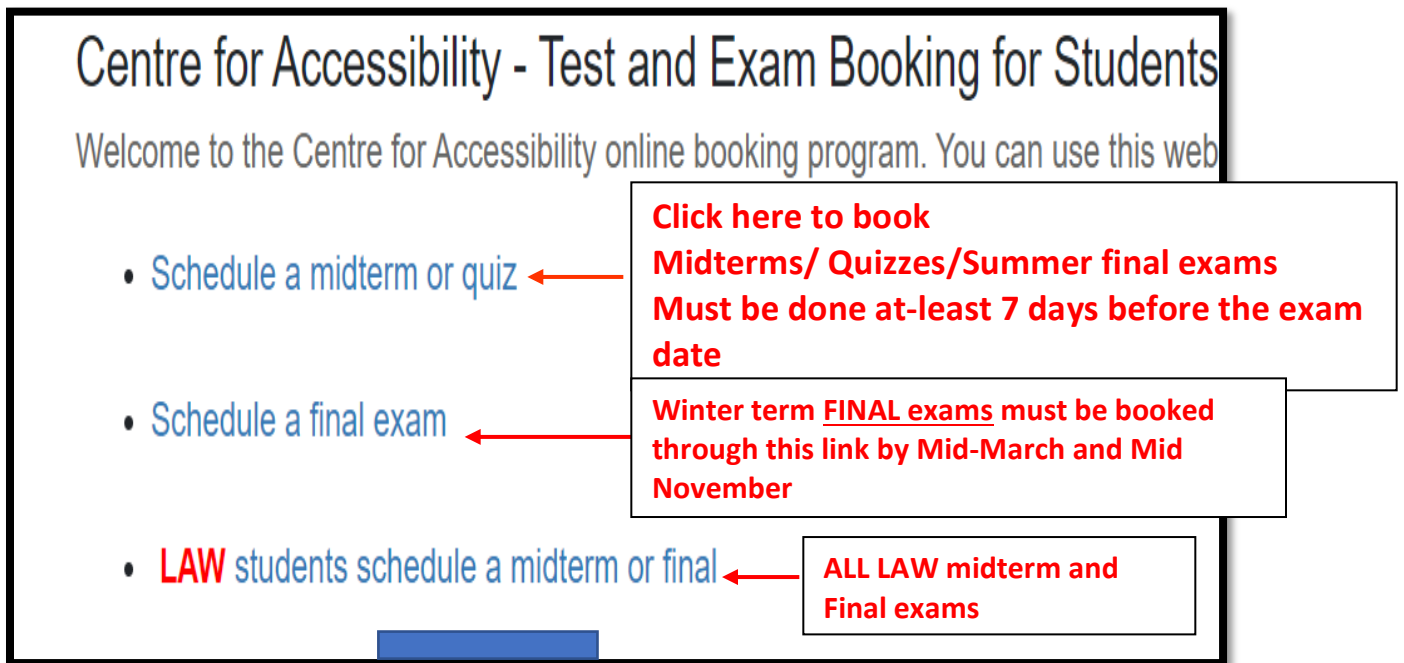
Step 3: After you download the letter Click on Schedule tests and exams



Step 4: For midterms/quizzes/ and summer final exams – click on Schedule midterm/quizzes

For final exams booking (only applicable for winter term 1 and 2) – click on final exam

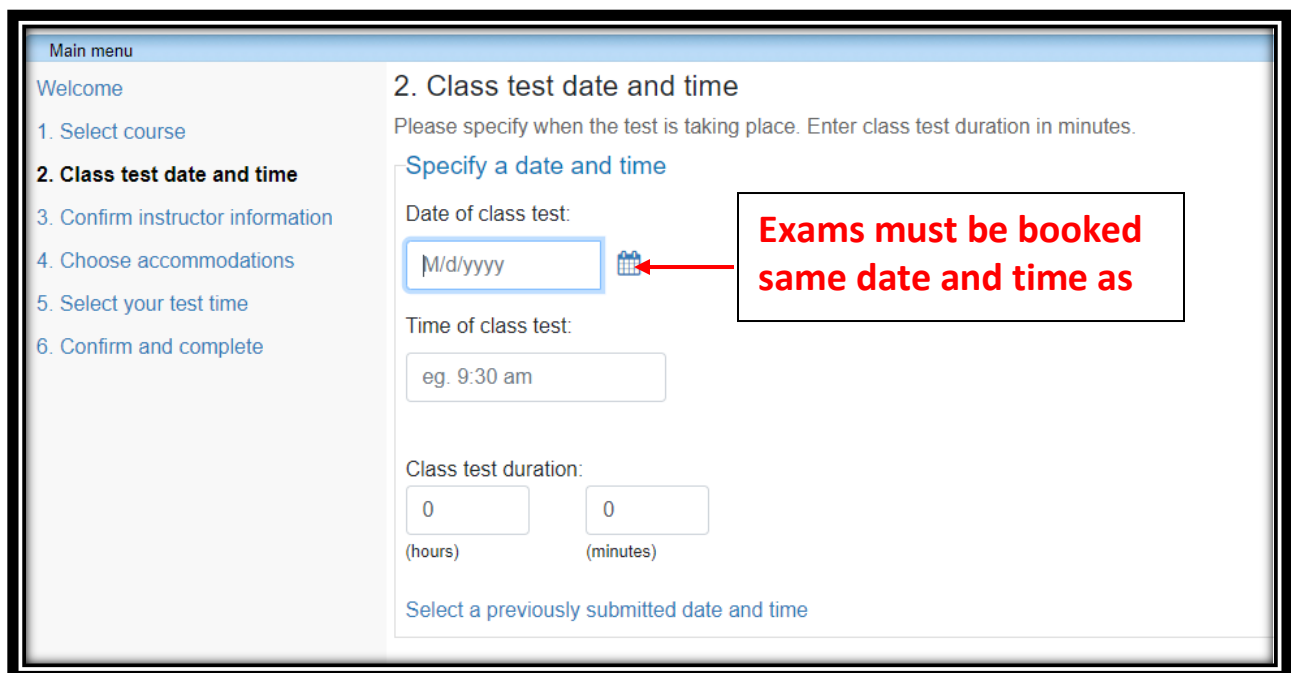
LAW exams must be booked by clicking on appropriate link



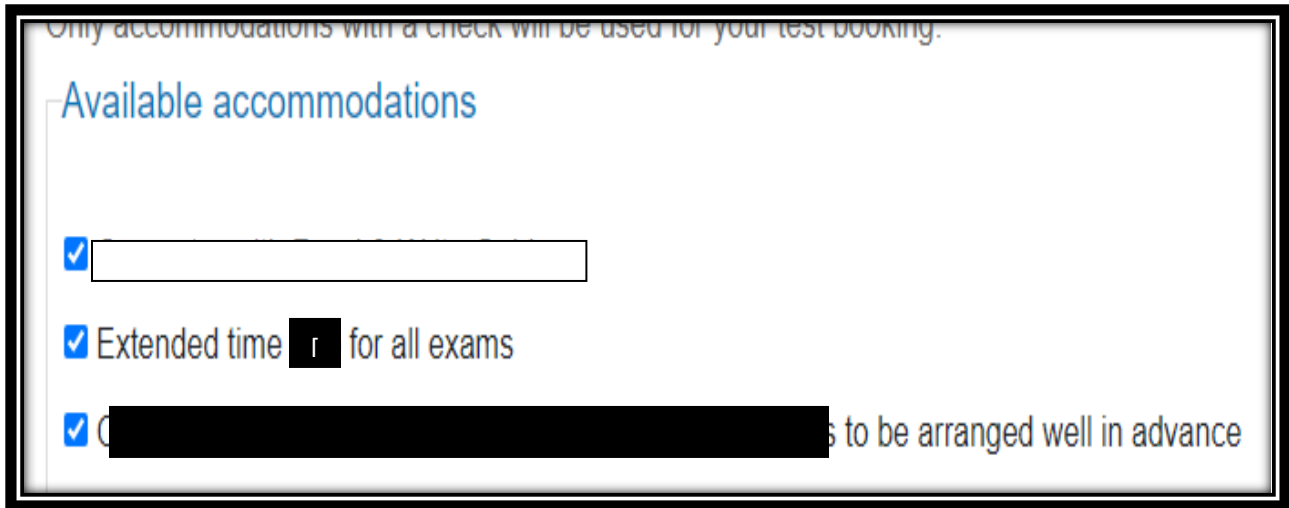
Step 5: Click on Select Course



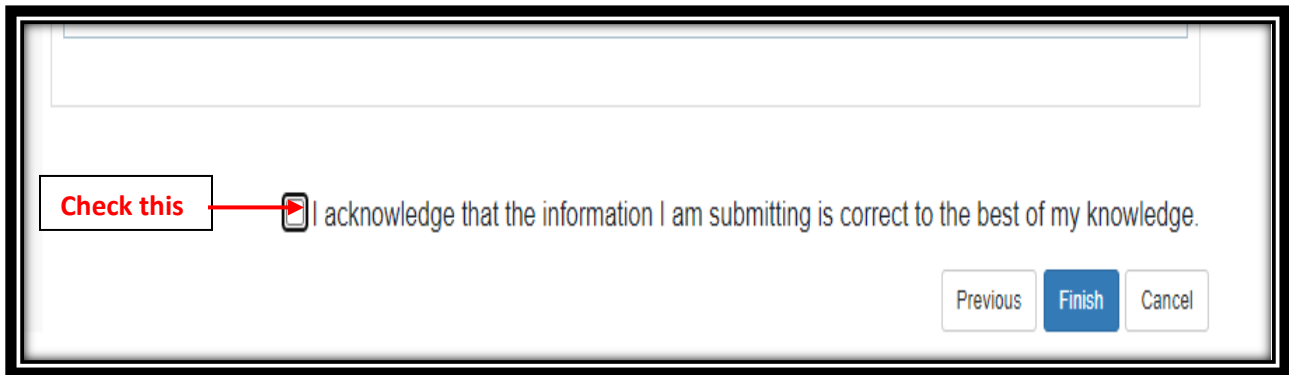
Step 6- Please note you **must** select **SAME class date and time** (you should never book your exam outside of class date and time, if you have permission to book it at a different date/time, forward it to [exam.coordinator@ubc.ca](mailto:exam.coordinator@ubc.ca) and they will make a note of it)



Step 7 – Only select accommodations you wish to use for an exam



Step 8 – Confirm all details and check the box to complete your booking



Step 9- you can check your booking under my upcoming events – Please note, your exam times and duration are not confirmed until your professor confirms the exam details on our system. Exam coordinators will take care of this so you do not have to take any additional steps

