**How to Request an Assessment on Exam Central**

**FINAL ASSESSMENTS**

**Recommendation:** use Google Chrome to enter your request as other browsers may cause issues.

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**How to Request an Assessment on Exam Central**

**Step 1:** Log into Extranet and select Exam Central (https://www.extranet.uwo.ca/)

**Step 2:** Select the “Assessments” tile

This will take you to the landing page where you can find information on Non-Final Assessments, Final Assessments, and Remote Proctoring Guidelines/Language for instructors.

To enter your assessment request, click on the ‘Continue to Assessment’ button.

**Step 3:** Select the correct Term from the top of the page
Step 4: Select “YES - There will be a Final Exam”

Please note: if your course is not holding a final exam, an Extranet submission is still required (select “NO - There will NOT be a Final Exam”).

Step 5: Select the Assessment Type/Title and Number of Students Writing

For definitions outlining each assessment type, click on the Definitions Legend button in the top right-hand corner of your page.

Step 6: Indicate the following information using the available drop-down boxes and toggles:

- **Assessment Delivery Method** (In-person option only available to courses with the delivery method set to “in-person” and “blended” and Kings courses)
- **Remote Proctoring Method** (In-person automatically selects: no remote proctoring; If you require remote proctoring select “Proctorio (available for Fall/Winter 2021)”, please note that in-person and blended courses require approval for use of remote proctoring)
- **Assessment Platform** (In person automatically selects: Paper copy)
- **Synchronous vs. Asynchronous** (In-person assessments will be exclusively synchronous; Take home will be exclusively asynchronous)
For Final Assessments scheduled by the OOR complete step 7a and 7b:

**Step 7a: Assessment Availability**

<table>
<thead>
<tr>
<th>SYNCHRONOUS</th>
<th>ASYNCHRONOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate the:</td>
<td>Indicate the:</td>
</tr>
<tr>
<td>Assessment Duration</td>
<td>Availability Window - window of time your assessment will be available for students to access</td>
</tr>
<tr>
<td></td>
<td>Submission Due Date</td>
</tr>
<tr>
<td></td>
<td>Assessment Duration</td>
</tr>
</tbody>
</table>
Step 7b: Assessment Details

Indicate the following information using the available drop-down boxes and toggles:

- **Booklets Required** (Type and Number)
- **Tab-arm Room**
- **Multiple Section Numbers**

For Final Assessments **not scheduled by the OOR** (ex: PROF, GRAD) complete Step 7c and 7d:
Step 7c: Add date and time

<table>
<thead>
<tr>
<th>SYNCHRONOUS</th>
<th>ASYNCHRONOUS</th>
</tr>
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<tbody>
<tr>
<td>Indicate the:</td>
<td>Indicate the:</td>
</tr>
<tr>
<td>Assessment Start Date</td>
<td>Assessment Start Date</td>
</tr>
<tr>
<td>Assessment Start Time</td>
<td>Assessment Start Time</td>
</tr>
<tr>
<td>Assessment Submission Due Time</td>
<td>Assessment Submission Due Date</td>
</tr>
<tr>
<td>Assessment Duration</td>
<td>Assessment Duration</td>
</tr>
</tbody>
</table>

- **Assessment Available/Start Date** [yyy-mm-dd]
- **Assessment Available/Start Time** [--:--] AM/PM required
- **Assessment Submission Due Time** [--:--] AM/PM required
- **Assessment Duration** [hh:mm]

Step 7d: Room booking request **Only for MAIN CAMPUS, IN-PERSON finals not scheduled by the OOR**

Indicate the following information using the available toggles and text box field:

- Room Booking Required
- Multiple Section Numbers
- Confirmation Contact
Step 8: Assessment Details  ** The Office of the Registrar (Accommodated Exams and Remote Proctoring) require the details below to schedule rooms/proctors to host any students with assessment accommodations. **

Indicate the following information using the available drop-down boxes, toggles, and text box fields:

- **Assessment Format**
- **Assessment Tools**

Step 9: Indicate any ‘Special Instructions’ for the Accommodated Exams and Remote Proctoring support staff

e.g. Course is cross-listed with __________.
Step 10: Indicate Contact Email/Preferred Method of Contact

Contact Information During Assessment

Preferred Method of Contact

You may provide multiple Email addresses (for email or MS Teams) or Phone numbers

Step 11: Hit the Save NEW Assessment button

Save NEW Assessment

Step 11: Editing/adjusting your request

If you have entered your assessment request and wish to update the details, you can do so by clicking on the pencil button next to the course.

If you have any questions, please email us at: examcentral@uwo.ca

Frequently Asked Questions

What if I have a blended class and will offer an assessment both in-person and online?

In this scenario, please enter the request twice. Once as assessment type “Test/Quiz” for the in-person offering and the second request as assessment type “Test/Quiz- additional assessment option” for the online offering.