



STUDENT: HOW TO BOOK A TEST

To book a test:

You must email 7 days before your test date to the following email address that corresponds to the campus your program is taught at:

- ST. JAMES – booktest@georgebrown.ca; 2nd Floor, Room 275F, 200 King Street East.
- WATERFRONT – wfboktest@georgebrown.ca; 5th Floor, Room 532 (access through library on 6th Floor), 51 Dockside Drive.
- CASA LOMA – clbooktest@georgebrown.ca; Building C, Room C343 (access through library), 160 Kendal Avenue.

- We are open Monday to Friday from 8 am to 5 pm.
- You can also stop by the Assessment Centre to book your appointment in-person.
- Tests must be booked 7 days before your test date.
- Students who arrive late for their test must email their professor and the centre as it may be rescheduled.

When booking your test please include the following in your email:

1. Is this test **in-person** or **online (virtual)**:
2. Name:
3. GBC ID#:
4. Date of test:
5. Time of test:
6. Length of test (in-class):
7. Name of professor:
8. Name of course:

*** For ease of communication, please copy (cc) your professor on your email booking. ***

Online Tests (Zoom Only):

- If your class is **ONLINE** and you require **ONLY** extra time for an online test, please speak to your professor to have it added and continue to write your test with the rest of your class online.
- If you require additional test accommodations, such as a reader and/or scribe, please book your test using the above instructions. We will set up an online **ZOOM** proctored test.

In-Person Tests:

- If you are taking classes in-person, you will be able to use the Assessment Centre at your campus for all test accommodations on your profile. (i.e. - extra time, reduced distraction, reader/scribe, adaptive technology, access to test alone rooms, etc).