HOW TO BOOK YOUR ACCESS (ACCOMMODATED) KPU TEST
Access Tests MUST be booked 2 weeks before test date

1. Go to www.kpu.ca/testing
2. Click the **'BOOK ACCESS OR MAKE-UP EXAMS'** button that corresponds to the <u>campus your course is taking place</u>.
   a. **Example**: If your course is on the SURREY campus, scroll down the page to the 'Tests offered at the Surrey (72 Avenue) Campus' list and click the **'BOOK ACCESS OR MAKE-UP EXAMS'** button

Tests offered at the Surrey (72 Avenue) Campus

- Accessibility Exam
- English Language Studies Test (ELS)
- English Placement Test (EPT)
- External & Distance Ed Exams

- Corporate Client Exam
- KPU Make-Up Exam (**For Surrey students only**)
- Math Placement Test (MPT)
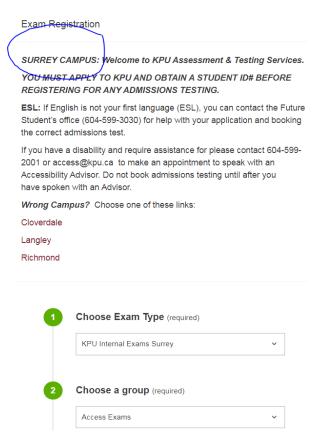
BOOK ENTRANCE OR EXTERNAL TESTING   **BOOK ACCESS OR MAKE-UP EXAMS**

3. Login with your **KPU Student Number & Password**. Click **Login** (you must login to make sure your accommodations assigned to you are loaded to the page).

KPU | KWANTLEN POLYTECHNIC UNIVERSITY

Where thought meets action

Welcome to OneLogin

KPU ID Number:
100XXXXXX

Password (or PIN):
•••••••••

LOGIN   Forgot Password?

IMPORTANT REMINDER In order to maintain your privacy please ensure to close all your browsers when finished using this computer.

4. Make sure it states the **correct campus** at the top of the page:

Exam Registration

SURREY CAMPUS: Welcome to KPU Assessment & Testing Services.
YOU MUST APPLY TO KPU AND OBTAIN A STUDENT ID# BEFORE REGISTERING FOR ANY ADMISSIONS TESTING.

ESL: If English is not your first language (ESL), you can contact the Future Student's office (604-599-3030) for help with your application and booking the correct admissions test.

If you have a disability and require assistance for please contact 604-599-2001 or access@kpu.ca to make an appointment to speak with an Accessibility Advisor. Do not book admissions testing until after you have spoken with an Advisor.

Wrong Campus? Choose one of these links:

Cloverdale

Langley

Richmond

1 **Choose Exam Type** (required)

KPU Internal Exams Surrey

2 **Choose a group** (required)

Access Exams

5. Fill in the remainder of the information.
    a. **MUST** write this test same date & time your class is writing
    b. Length of in-class exam: If you are **permitted extra time** on a test, please choose the time allotted for the rest of the class and the **Testing Centre will ADD your extra time.**
    c. Select your **Accommodations** you want to use for the test (there will be a list of your permitted accommodations. If you do NOT select an accommodation, it will NOT be added to your test)
6. Fill in your cellphone number to receive text notifications in regards to your booking. A reminder text will be sent to you before your test date with the Testing Centre.
7. Fill in your **INSTRUCTOR's CORRECT NAME** and **CORRECT COURSE NAME**
8. Click: **Add to Cart**
9. Click: **Complete Registration**
10. Make sure to arrive at the Testing Centre at least 10 minutes before your test time and bring PHOTO ID