

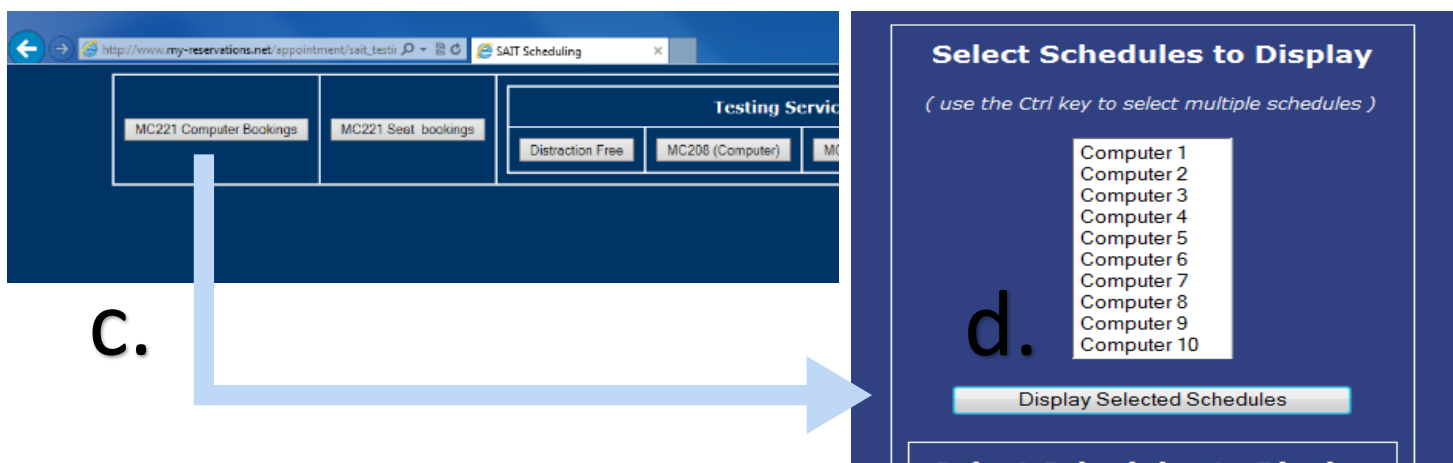
BOOKING AN UPGRADING PLACEMENT TEST

1. **Register for PREP 199** (free). Once you have contacted Upgrading at upgrading@sait.ca or 403-210-5756 to determine that you need to take one or more tests, **please register for PREP 199 (free) by phoning the Office of the Registrar at 403-284-7248 or visiting them on the 2nd floor of Heritage Hall** (hours of operation Mon, Tues, Thurs, and Fri 8:30 am-4:00 pm; Wed 9:00 am- 4:30 pm).

PREP 199 is an exam course code for students writing one or more Academic Upgrading Placement tests. Student Services will register you in the PREP 199 course, but will NOT book your test time.

2. **Book your test time(s).**

- a. It is Testing Services policy that students book their exams at least 24 hours in advance
- b. To book your test time(s), go to http://www.my-reservations.net/appointment/sait_testing/
- c. Click on “MC221 Computer Bookings”
- d. Select one or more computers to view availability



- e. To reserve a computer, click on a free time slot for a computer that can accommodate the length of your exam. You must book each test section separately.

| Name of your Placement Test : | Exam Length: | Reserve Computer for: |
|---|--------------|-----------------------|
| Math Pre-100 section | 45 minutes | 1 hour |
| Math Grade 9 section | 75 minutes | 1.5 hours |
| Math Grade 10 section (non-calculator) | 75 minutes | 2 hours |
| (calculator) | 30 minutes | |
| Math Grade 11 section (non-calculator) | 75 minutes | 2 hours |
| (calculator) | 30 minutes | |
| Chemistry 10 | 1 hour | 1.5 hours |
| Chemistry 20 | 2 hours | 2.5 hours |
| Physics 10 | 1 hour | 1.5 hours |
| Physics 20 | 2.5 hours | 3 hours |
| Biology 20 | 2 hours | 2.5 hours |

| Test Reservations for Computer 1 for Mo | | | | | | |
|---|--------------------------------|--------------------------------|----------------|--------------------------------|----------------|---------|
| Date | Mon - 06 - Jul | Tue - 07 - Jul | Wed - 08 - Jul | Thu - 09 - Jul | Fri - 10 - Jul | |
| 9:00 AM | Reserve | Reserve | Reserve | Reserve | Reserve | |
| 9:30 AM | Reserve | Reserve | Reserve | Reserve | Reserve | |
| 10:00 AM | 10:00 AM - 1:30 PM Booked X | Reserve | Reserve | Reserve | Reserve | |
| 10:30 AM | | Reserve | Reserve | Reserve | Reserve | |
| 11:00 AM | | 11:00 AM - 2:30 PM Booked X | Reserve | Reserve | Reserve | Reserve |
| 11:30 AM | | | Reserve | Reserve | Reserve | Reserve |
| 12:00 PM | | | Reserve | | | |
| 12:30 PM | | | Reserve | | | |
| 1:00 PM | | | Reserve | | | |
| | | | | 11:00 AM - 2:30 PM Booked X | | |

- f. Fill in the fields and click “Confirm Registration.” Confirmation will be sent to your email.

You are making a reservation for **9:00 AM** for *Computer 1* on Fri - 20 - Sep - 2013

4 hours ▾

| | |
|-------------|-----------------------------|
| Name: | Your Name |
| ID Number: | Your SAIT ID number |
| Course: | PREP 199 |
| Exam: | Name of your placement test |
| Instructor: | Academic Upgrading |
| Email: | Your e-mail address |

Notes: PLEASE PROVIDE NECESSARY FORMULA SHEETS. Thanks!

Confirm Reservation

[Return to scheduler](#)

PREPARING FOR A PLACEMENT TEST

Study material or test information guides are available at <http://www.sait.ca/programs-and-courses/full-time-studies/academic-upgrading>.

CANCELLING OR MODIFYING A RESERVATION

1. Select the computer on which the test was booked (or the corresponding block of computers if you cannot remember the exact one).
2. Click on the blue X by the time slot that you booked.
3. Enter the name that the reservation was made under and click “Cancel just this registration”.
4. If you cannot remember the name or time slot or computer the test was booked with, click the “Find my test reservations” button on the time slot page and follow the instructions.
5. The booking application is limited to booking/cancelling reservations. To modify a booking, you must first cancel, then re-book.

WRITING AN ONLINE EXAM IN TESTING SERVICES (MC 221, Stan Grad Centre)

1. Check *carefully* the hours of operation for Testing Services at www.sait.ca/testing.
2. Bring photo identification.
3. Bring the confirmation e-mail you received when you booked the exam.
4. **Arrive at Testing Services 15 minutes prior to the start time of the exam (MC 221, Stan Grad Centre).**
5. Limit the number of personal belongings brought to the exam. All cell phones must be turned off and stored away from the test taker during an exam.