



Notice of Examination

The Notice of Examination (NOE) is an online form used to notify their academic units and Access Service that an in-class test, quiz or evaluation is scheduled for their course. Both Access Service and the academic units require this information in order to make all of the necessary arrangements for students' exams.

Filing a NOE is a two-step process. Professors first need to fill out the online form, which is available here: www.sass.uottawa.ca/access/notice-exam. One NOE must be submitted for each in-class evaluation in every course and section a professor teaches. When the form is completed, professors will then be taken to a screen that instructs them to retrieve the Request to Finalize email. This email includes a link that professors must click in order to complete process and ensure that the academic unit and Access Service are notified of the exam.

Professors are strongly encouraged to file all NOEs for their courses at the beginning of each session. Ventus will accept NOEs as early as one session in advance, and as late as ten calendar days before the date of the exam. The system will automatically refuse requests that fall outside this window.

Since all test information is entered into Ventus directly by professors, students do not need to submit requests for accommodated exams. When professors submit a Notice of Examination for their course, all students in that course who are registered at Access Service will receive an email notification. Students must log in to their Ventus accounts and confirm their intention to sit their exam at Access Service. Students who do not confirm right away will receive automatic confirmation reminders from Ventus as the deadline approaches.

Professors with students registered at Access Service will receive a message ten days before the scheduled exam date reminding them to submit a copy of their exam to their academic unit and a Proctor Instruction Form to Access Service. Professors should communicate with their own academic units to confirm the department's deadlines for submitting copies of the exam.

The Notification of Examination does not need to be filed for final exams that have been scheduled by the Registrar.





Access Service

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Instructions for submitting notices of examination

1. Please file one notice per exam in each of the courses and sections you are teaching
2. Notices for all exams should be filed at the beginning of a term, but are accepted until ten calendar days before the exam date.

Exception: If you have an exam scheduled during the Fall or Winter final exam periods that is NOT a final exam (viz., is not scheduled by the Registrar), you must file a notice of examination no later than November 15 (Fall) or March 15 (Winter).
3. After you submit this notice, you will receive an email asking you to review and confirm the information you have submitted. You must click on the link you receive in order to have your notice of exam registered with your department and with Access Service.
4. You can submit the Proctor Instruction Form(s) immediately after filing your Notices of Exam, or at any time up to three (3) business days before the exam date. Exams at Access Service will be cancelled if the Proctor Instruction Form is not filed within this timeline.
5. Your department or faculty may have additional requirements. Please check with them for information about their internal procedures, or to obtain paper copies of the Notice of Exam and Proctor Instruction Form.

Course Information

Course code

Semestre

Exam Information

Exam type

Exam date & time

Exam duration minutes

Is this an alternate/special evaluation?

Requestor's Contact Information

Name

Contact number

Email address