In September 2012, the Student Learning Support department launched the new Make-up Test Centre and online booking system. The service is designed to facilitate the scheduling process for instructors and students requiring make-up exam administration at Ryerson University.

We hope the information contained in this manual will be helpful as you navigate your way through this new online system.

Logging in to the Online System

Step 1: Go to the Make-up Test Centre’s online booking system website

Visit www.ryerson.ca/makeup and click on

Step 2: Log in using your matrix id and password

![Login for Faculty Members]

Use your my.ryerson user name and password

Username: 

Password: 

Login
Step 3: On the left navigation pane, you may select the action you would like to take.

Note: If you would like to set the make-up date for a group of students without giving the option for the student to confirm the date, select “Create Multi-Request”.

Creating a Make-up Test Booking

Step 1: Select “Create Request”
Step 2: Your name and email address will automatically populate from the RAMS system.

You may also enter a phone number that you can be reached at regarding the exam.

*For proxy users: select the name from the drop down list.

Step 3: Enter your student’s name or student number and his/her information will automatically populate from the RAMS system.

Step 4: Enter the course code, type, length, date, and alternate date (if applicable). Note that exam type should identify which test/exam you are having written (e.g., midterm 1, quiz, etc.)
Step 5: Select the parameters of your test, an alternate contact and any other important information our staff should know when administering your test.

![Parameters of the Test]

- Calculator
- Formula Sheet
- Cue Card
- Open Book
- Online
- None

Alternate contact (if applicable):

Other Information:

Step 6: Select your delivery method and the method by which you would like the exam(s) to be returned to you.

![Delivery Method]

- Use previously uploaded file: [Select]
- Use attached file: [Browse]
- I will deliver a hard copy to the Test/Exam centre B-21 within 24 hours of scheduled exam date
- Please note: This Make-up Test will be cancelled if the test is not received 24 business hours before the writing time of the test
- Online (BlackBoard)

Test/Exam Return

*Please tell us how you would like the completed test/exam returned.
- Pick up from Test/Exam Centre
- Deliver to: [ ] (please allow 3 business days)
- Not applicable (test/exam is online)

Feedback

Enter additional information or concerns regarding this request:
Creating Multi-Student Requests

Step 1: Select “Create Multi Request”

*Follow steps 2 through 6, for creating a request, listed above.

Step 2: After completing step 6, you may select multiple students using the “Find” feature

Step 3: Ensure that you select “Finish” in order to complete and submit the booking.
**Viewing Requests**

Step 1: Click on Test/Exam Requests to view a list of your scheduled bookings.

The first column of the list will provide you with the current status of the request.

**Searching for Records**

Step 1: Select “Search” on the left navigation pane.
Step 2: Type any information related to the past, or future booking to obtain the information.

![Test/Exam Requests - Find Request]

### Setting Proxy Users

As an instructor, you have the ability to set up a user as your “proxy”. This allows the user to act on your behalf with the system.

**Step 1: Click on “Administration” and then on “Users”**
Step 2: Type in the Matrix Id for the user you would like to add and hit “Submit”

Add User
Matrix Id: 
User Role: proxy    For Profesor:  
Submit

Log of Information
The system will assist you in keeping track of all information for a student’s test/exam booking.

To view a log of all action taken for your student’s test/exam, click on the student’s name and then on the “i” icon.