

Assistive Technology (AT) Submissions

Version 1

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An electronic version of a test/exam must be in an accessible format, preferably a Word document (.docx). Captions or text descriptions should be provided for all figures, graphics and images. This will enable students to access the test/exam using assistive technology, such as text-to-speech software/screen readers. A guide to support Faculty with students who need specific accommodations during testing is available. [Faculty Support: An Academic Accommodation Guide](#)

PDF format is not recommended. If unavoidable, it should be processed using optical character recognition (OCR) technology. If only a hard copy is available, the document may be scanned with OCR setting enabled. This may be done by going through the "Email Options" tab and changing the file format to a PDF file with OCR set to "Searchable".

For further assistance in submitting your test/exam online, please contact your campus Test Centre.

tags : test-centres