

Accessibility Services



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

How to Apply for Alternative Tests

1. Login into your MyWaikato.

University of Waikato Sign in

University of Waikato

Username

Password

Sign in

Forgotten your password or having issues signing in?

New to Waikato?

You will need an account in order to study with us and to apply for accommodation.

Create an account

2. Click on Accessibility Services (Eye) – Found on the right-hand side of the Home page.

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MyWaikato

Home Qualifications and Papers Timetable Results Scholarships Graduation Finance +

Help Jessica Anderson

System Message

Student accounts are moving from Google to Microsoft 365.
For further information please click [here](#) for information and support.

Home

Messages

View 18 messages in full screen mode

Status	Subject	Received
	Your enrolment agreement is ready for you to accept	19/10/2023
	Enrolment approval decision	07/09/2023
	Your enrolment agreement is ready for you to accept	03/11/2022
	Enrolment approval decision	20/09/2022
	Scholarship/Award offer - Confirmation	07/09/2022

Showing pages 1 of 4 at 5 records per page

Start Previous 1 2 3 4 Next End

Make an enquiry Moodle External credit transfer

UniRec Accommodation Health Centre

Apply for late withdrawal **Accessibility Services** Careers & Employability

Log a formal complaint

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- You will now be able to see all your Alternate Test Applications for the previous year. If you haven't applied for any yet, this will be empty.

Click "Apply for alternative test arrangements"

Alternative test arrangements applications				
Apply for alternative test arrangements				
Academic year	Papers	Status	Date submitted	Actions
Unknown	COMPX323-23A (HAM), COMPX323-23A (HAM), COMPX323-23A (HAM), COMPX323-23A (HAM) (Weekly Quizzes)	Submitted	22/Feb/2023	View
Unknown	COMPX301-23A, COMPX301-23A	Submitted	15/Feb/2023	View
2024	DATA322	Withdrawn	01/Feb/2024	View

First Previous **1** Next Last

- Click "Add a test"

Paper code	Title	Year	Lecturer	Location	Test day	Test date	Start time	Test length	Actions
No tests yet									

Cancel Withdraw **Add a test**

- Add the details of your test. Your paper code will show the current papers you are currently enrolled in. **If you don't know the Start time/Test length, just put 0.** You should be able to find all this information from your paper outline or your lecturer. Once you have added all the details of your test, click "Add".

Apply for Alternative Test Arrangements

Add a new test	
Paper code*	DATA322-24A (HAM) - Probability and Stochastic ... x
Lecturer*	Joe Bloggs
Online test?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Location*	On campus
Test date*	22/Feb/2024
Start time*	14:00 <small>Use a 24-hour time format, for example 09:00 or 14:30.</small>
Test length in minutes*	60

Back **Add**

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- If you have another test to add, click “Add a test”. You don’t have to do an individual application for each test.
Once you have added all your tests, click “Submit”. **Please note, that until you click the submit button, Accessibility Services will not receive your test application.**
The “Cancel” button will take you back to the dashboard to complete later and the “Withdraw” button will remove your application and all test details

Apply for Alternative Test Arrangements

Application details

You can add multiple tests per application. Once you have added all tests, click "Submit" to submit your application.

Paper code	Title	Year	Lecturer	Location	Test day	Test date	Start time	Test length	Actions
DATA322	Probability and Stochastic Processes	2024	Joe Bloggs	On campus	Thursday	22/Feb/2024	14:00	60	Remove

- Once we have received your test application, one of the team will be in contact with you to confirm we have received your application and will get in contact with your lecturers to arrange your test.

Please note, that if you have multiple quizzes (weekly, fortnightly, etc.) you **DO NOT** need to apply for all your quizzes! Just apply for the first one, and make a comment about it in the lecturer slot in brackets beside your lecturer’s name.

Add a new test

Paper code*

Lecturer*

Online test? Yes
 No

Location*

Test date*

Start time*
Use a 24-hour time format, for example 09:00 or 14:30.

Test length in minutes*

If you are having trouble with applying for alternative test support and would like help, please contact us at accessibilityservices@waikato.ac.nz.