This is a step-by-step guide about how to report an exam conflict using your new self-serve portal. You can report a religious, work or other type of conflict.

Begin by logging into MyConcordia Portal. Once logged in, click on “My Student Centre” located on the upper left-hand side of the screen to access your self-service dashboard. Under the Academic section on the main page, select “Exam Schedule” from the drop-down menu and then press the arrow button. Select the alternate exam that is to be written. Click “To Report Work, Religious or Other Conflict”. Use the drop-down menu and select the conflict that applies to your situation. Click “Submit”.

To view your exam schedule, under the “Academic” section on the main page, select “Exam Schedule” from the drop-down menu and then press the arrow button.

Alternatively, you can scroll down and under the “My Important Links” section on the bottom right-hand side of the page, and click “My Exam Schedule”.

ENROLMENT SERVICES
HOW TO REPORT EXAM CONFLICTS
concordia.ca/your-SIS
T16.31586
Check your exam date, times and room location. If you are unable to make this due to a valid religious, work or other such conflict then you can select to take the exam at the alternate available date that is shown. \textbf{NOTE:} You cannot simply select the alternate exam date because you would prefer that date, you must have a valid conflict which you are able to prove.

- If you need to report a conflict, then click on "To report Religious, Work or Other Conflict".
- If you do not need to report a conflict then click "I prefer to not make any changes" at the bottom of the page and you will be returned to the homepage of your Student Centre.

Please read the information in the blue box which provides advice as to what supporting documents you will need to provide. Select the type of conflict using the drop-down menu then click "Submit".

You will be returned to the "My Exam Schedule" page and you should notice that the "Alternate selected" checkbox has now been automatically selected. You have completed your report of an exam conflict and successfully changed to the alternate shown.