

Exam Accommodations

Exam accommodations are individualized supports that must be supported by documentation. Exam accommodations may include:

- Isolated Separate and Private Location (limited)*
- Quiet Distraction Controlled Location*
- Extra time to write exams
- Audio format / reading and dictation software
- Access to computer

Students must schedule all quizzes and exams with the Accessibilities Services Office according to the timelines provided in the exam scheduling chart below. Students must complete and submit this exam scheduling for each quiz and exam.

<https://forms.office.com/r/4YaX504htg>

Failure to do this **will result in the accommodation being denied for that exam.** **Students who do not schedule tests according to the timelines indicated in the chart below will write in the classroom on the assigned date and time without accommodations.**

Minimum booking times for exams

You must schedule with Accessibility Services <u>AND</u> notify your instructor by 4:00 pm on:	If you want to write a test on:
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday

Ensure that you email a Letter of Introduction for each course that has exams. The Accessibility Services Office must have these letters, electronically signed by the student, on file before any exams can be scheduled.

Scheduling in at the Accessibility Services Office for all the exams that are listed on the Course Outlines for the semester is encouraged. Booking the exams early ensures that you will have a space and that the exam will be ready for you. We receive numerous requests, and our spaces fill quickly. However, **you still must provide your**

instructors with advance notice for each exam, according to the exam scheduling chart found on page 12 of this handbook.

Exams will take place in one of the testing centres on the 3rd floor of the B-wing. When you come to write your exam, you will need phot ID. All phones and electronic devices (such as smart watches, fitness trackers, etc), as well as hats, jackets and bulky clothing must be kept in one of the “cubbies.” We recommend not bringing these items to the testing centres.

Exams are written during the scheduled class time unless there is a conflict. For instance, students are not expected to miss other classes to access the extra time that has been approved. If this occurs, negotiate an alternate time to complete the exam with your instructor. The Accessibility Services office will not allow students to complete an exam at an alternate time without written permission from the instructor.

Please recognize that other institutions require a minimum of 3 - 7 business days' notice for the exam accommodation process.

Separate and Private Location. Distraction Controlled Location. What's the Difference?

The separate and private (isolated) locations for exams may be described as an enclosed room. Each room has a computer with assistive technologies, as well as lots of desk space for written exams. These rooms are equipped with a window in the door, and a camera in the room to ensure academic integrity and for ease of supervision of exams. Our centre has 9 separate and private (isolated) testing rooms. This accommodation is for students that require technologies that are located within our testing rooms and may cause distraction for others. Additionally, students that require a private location without distraction due to their condition and have supporting documentation, would be provided with this accommodation. ***Please note, that even with this accommodation, we may not always be able to provide a separate and private (isolated) location due to space constraints.*** In these cases, students may have to write in a distraction controlled location but will receive all other exam accommodations.

Our distraction controlled (quiet) locations are housed in the Academic Resource Centre. During midterm and final exams, other areas may be accessed as well. Typically, students will experience a smaller group of students than they would in the classroom. Another bonus is that the other students in the room are often not writing the same exam. For many students, this relieves some anxiety in regard to people leaving early. Our distraction controlled (quiet) locations are supplied with ear plugs, cardboard barriers and students are spaced out throughout the room. This accommodation is provided to students that require less distraction, but do not necessarily require a private room.