



STUDENT REQUEST FOR EXAM ACCOMMODATION DUE ONE WEEK BEFORE EXAM DATE

Disability Services
Building 200 – Room 307
Phone: 740-6446

Testing hours 8:00 am to 4:30 pm

STUDENT, PLEASE COMPLETE THE FOLLOWING SECTION:

Student: _____ Faculty/Instructor: _____
Phone: _____ Local: _____
Exam date: _____ Course: _____

This request will not be supported unless you have prior approval for exam accommodation on file with Disability Services.

It is the student's responsibility to deliver the completed form to Disability Services one week prior to the exam date. Advance notification is essential to ensure appropriate space and invigilator availability between 8:00 am and 4:30 pm.

INSTRUCTOR, PLEASE COMPLETE THE FOLLOWING SECTION:

Class start time for Exam _____

Class finish time for Exam _____

Please indicate items permitted in the exam:

Notes: yes no Test notes to be returned: yes no

Dictionary: yes no Scrap paper: yes no

Calculator: yes no Open book: yes no

Other: _____

INSTRUCTOR: *for your information only*

Class Time Allotted	Accommodated Extra Time for Student
50 min	75 min
80 min	120 min
110 min	165 min
Finals: 180 min	270 min

Final exam hours: 8:30 am to 5:30 pm

Exam Delivery: **24 hours ahead** to prepare & to reduce anxiety

by instructor: in person or email to pennys@mala.bc.ca
 by student

Exam Return:

instructor pick up
 student to return

FOR SECURITY REASONS INTERNAL MAIL WILL NOT BE USED TO RECEIVE OR RETURN EXAMS

*If you have any questions please contact: Shirley Mahood, local 2683, email mahoods@mala.bc.ca
or Sheila Penny, local 6446, email: pennys@mala.bc.ca*

signature (student)

date

signature (faculty/instructor)

date

OFFICE USE ONLY

EXAM ACCOMMODATION PROCEDURE

Exam Accommodation arrangements are designed to ensure that appropriate disability related accommodation is in place. Malaspina's academic and examination regulations apply.

Responsibility:

- Student picks up Exam Accommodation Form from Disability Services.
- Student takes Exam Accommodation Form to Instructor.
- Instructor completes and signs the Exam Accommodation Form.
- Student returns the Exam Accommodation Form to Disability Services **ONE WEEK** before exam.

Exam Day Procedure:

- Students should arrive 10 minutes early.
- Students may be required to provide identification before writing the exam.
- Students store their backpacks, briefcases, palm pilots, cell phones or other unauthorized materials in a locked storage area.
- Students are to remain in the exam room for the duration of the exam, except in the case of a medical condition or at the discretion of the invigilator.
- Exams will end at the accommodated time and the invigilator will collect exam materials.

Cheating:

- Cheating will be handled in accordance with the Student Academic Code of Conduct.
 - Cheating could result in an "F" for the course and/or possible suspension by the President.
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