

Student Request for Exam Accommodation

DUE ONE WEEK BEFORE EXAM DATE

Regular testing hours: 8:00 am to 4:00 pm

Final Exam testing hours: 8:30 am to 5:30 pm

Student must have prior approval for exam accommodation on file with Disability Services.
Special requests must have Instructor approval.

STUDENT, PLEASE COMPLETE:

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.

Student: _____

Faculty/Instructor: _____

Phone: _____

Local: _____

Exam date: _____

Course: _____

INSTRUCTOR, PLEASE COMPLETE:

Scheduled exam start time (for class): _____

Scheduled exam finish time (for class): _____

Please indicate items permitted in the exam:

Notes: yes no details: _____

Dictionary: yes no _____

Calculator: yes no

Open book: yes no

Other: _____

Instructor location during exam:

INSTRUCTOR (for your information only)		
Class Time	=	Accommodated Extra Time
50 min	=	75 min
80 min	=	120 min
110 min	=	165 min
Finals: 180 min	=	270 min

NOTE: Extra time calculated by Disability Services, not Instructor

Exam Delivery: 24 hours ahead

by instructor: in person or email to disabilityservices@viu.ca

by student

Exam Return:

Instructor pick up

Student to return

WE DO NOT USE INTERNAL MAIL FOR EXAMS

If you have any questions please contact:

Shirley Mahood, local 2683, email shirley.mahood@viu.ca or Sheila Penny, local 6446, email: sheila.penny@viu.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. VIU's academic and examination regulations apply.

Responsibility:

- Student picks up Exam Accommodation Form from Disability Services or prints a copy of the form from the website.
- Student fills out student portion and then 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.
- 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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