

Haskayne “How To”

How to... handle student requests for exam accommodations:

In order to ensure that accommodations are available to students, Student Accessibility Services (SAS) has outlined the following steps:

- Early in the term, the student must present their accommodation letter to the instructor and get the instructor's signature on the confirmation sheet (SAS need to know that the instructor is aware that a student has accommodations before they can book exams)
- Student does an on-line booking of their exam with SAS a minimum of three days in advance of the exam date. If a student does not book with SAS, they are required to write with the class without accommodations.
- Two days prior to the exam, access exams sends an email to the instructor to inform them of the students writing with SAS and requesting the exam and instructions - a sample email is below:

Dear Dr. _____

The students listed below are scheduled to write the above noted exam in our **Exam Centre in the MacEwan Student Center 4th floor** – on :

Please forward a copy of the exam to our office, either via e-mail (access.exams@ucalgary.ca) or in person (4th floor MacEwan Student Centre) with the following information:

- Time class is writing:
- Length of the exam:
- Resources allowed (textbook, notes, cheat sheet, programmable/non-programmable calculator, etc.):
- Paper size to be printed on (letter or legal):
- Way to contact you during the exam (if the student has questions):

- SAS's policy is to set up the exam to be written at the same time as the class is writing – if the exam is scheduled in the evening, they set the student up to finish at 8:00pm which is their closing time. However, should they finish early, they must stay in the SAS area till .5 hr past the class start time. If a student requests to write the exam at a different time than the class, they need to have confirmation from the instructor to allow this (again an e-mail is the best way to request/confirm this).
- Exams are walked back to the department the following day –SAS requires a signature from whoever receives them.

Yolande de Viser is the SAS exam coordinator 403-220-3868 and is willing to field questions to help work out the best way for supporting the accommodated exams.