# Exam Accommodation Request Form

### STUDENT TO COMPLETE:

**Student Name: Phone: Email:**

**Course: Faculty/Instructor: Local:**

**It is the student’s responsibility to deliver the completed form to Disability Access Services.**

### INSTRUCTOR TO COMPLETE:

**Date of Exam (for class): Scheduled exam start time (for class): Exam length in minutes (for class): Instructor Location (during Exam):** *If an alternate exam date/time is required* ***and instructor approved****, please note below:*

### Alternate Date Alternate Start time

*\*\* Please Note \*\* DAS exam hours are 8:30am – 4pm, Monday – Friday.*

### Items permitted in the exam:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Notes:** | | **Dictionary:** | | **Calculator:** | | **Open Book** | |
| **YES** | **NO** | **YES** | **NO** | **YES** | **NO** | **YES** | **NO** |

**Other:**

**Exam Delivery:**

1. E-mailed by Instructor 
2. In person  (digital copy may be needed)

**Exam Return:**

1. Instructor Pick Up 
2. Student to return Location:
3. Scan and email to VIU email  or alternate email

signature (student) date

signature (faculty/instructor) date

**For Office Use Only:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RA** | **Comp.** | **Spell.** | **Gram.** | **Calc.** | **Reader (Kurz)** | **Scribe (Dragon)** | **ET** | **DR** | **Other** |
|  |  |  |  |  |  |  |  |  |  |

**Added to Database: (initial)**

# DEADLINES AND PROCEDURE FOR EXAM ACCOMMODATION

**NOTE Student must have prior approval for exam accommodation on file with Disability Access Services.**

**DEADLINES TO SUBMIT REQUESTS FOR EXAM ACCOMMODATION:**

* **1 week in advance for quizzes and midterms**
* **November 20 for the December final exam period**
* **March 20 for the April final exam period**

***A late request will only be considered at the discretion of DAS Access Specialists in conjunction with the exam department. If a late request is granted – full accommodations may not be available.***

## Exam Day Procedure:

* + Student should arrive 10 minutes early.
  + Student may be required to provide identification before writing the exam.
  + Students store their backpacks, briefcases, cell phones, devices or other unauthorized materials in a locked storage area. Watches and exercise bands must be removed and stored.
  + Exams will end at the accommodated time and the invigilator will collect exam materials.
  + Students who arrive late to an exam will not be given extra time.

## Cheating:

* + Students writing exams at Disability Access Services must comply with VIU’s Student Academic Code of Conduct: Policy 96:01.001.
  + Cheating could result in an “F” for the course and/or possible suspension.

## Need to Reschedule:

* + If you can’t make it to your exam, please let us know. **Your instructor will need to approve your request to reschedule prior to booking.**