

FREN 101 & 102 FINAL EXAMINATIONS: ACCOMMODATIONS
PLEASE READ THIS DOCUMENT CAREFULLY AND ATTENTIVELY
last revised: 2015-02-10

Please read your examination schedule and let your instructor and/or the co-ordinator know as soon as possible if you think that you will be requiring an accommodation. The various sorts of accommodation are listed below, with links to the UBC information on each.

The whole UBC exam schedule is at [Student services > Courses, money & enrolment > Exams > Exam schedule](#). You can also access your personal exam schedule by logging in to the [Student Service Centre](#).

At [Student services > Exam policies](#) you will find information about:

- Exam clashes and hardships:
 - a “hardship” = this course's exam + at least two other exams (i.e. minimum 3) in a 24-hour period
ex. first exam starts at 08:00 a.m. + last exam finishes before 07:59 a.m. the next day
 - a “clash” = our course's exam + another exam at the same time;
including overlaps, if exams are of different lengths
- Religious accommodation = a scheduling conflict with religious obligations
- Academic concessions for mental or physical health difficulties: ex. if you fall ill or have an accident
- Accommodated exams for students with disabilities or ongoing medical conditions
- [Senate policy on examinations](#) = all the rules and regulations, inc. what happens if an exam is deferred

From that main exam accommodations page, here are specifics on the two main kinds of accommodation that we would need to deal with as soon as possible, as they involve more paperwork. As with all paperwork, best to get it started as soon as possible, to avoid last-minute panics and unnecessary stress and anxiety... These two sorts of accommodation are:

- accommodations for students with exam clashes and hardships
- accommodations for students with documented disabilities

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ACCOMMODATIONS FOR STUDENTS WITH [EXAM CLASHES AND HARDSHIPS](#)

EXAM CLASHES

An *examination clash* is when a student has multiple formal examinations scheduled on the same day and at the same time, or where the allotted times for scheduled formal examinations overlap. In these cases, alternate arrangements should be made as soon as possible. The student should first contact his or her instructor(s) to determine if an alternate time to write the exam is available[...].

EXAM HARDSHIPS

An examination hardship is defined as three or more end-of-term examinations scheduled within a 24-hour period. A student facing an examination hardship shall be given a new examination date for the second examination causing hardship by the respective instructor [...]. The student must notify the instructor of the second examination no later than one month prior to the examination date [... and no later than two weeks prior, for summer session courses...].

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

For further information including how to register with Access & Diversity, see [Student services > Academic accommodations](#).

The next section of information is taken from

[Student services > Academic accommodations > Types of accommodation > Exam accommodations](#):

please consult that page for full details, including [policies and expectations](#) on taking exams with Access & Diversity.

Here is the main information adapted from that [Exam accommodations](#) page:

DETERMINING YOUR ELIGIBILITY FOR AN EXAM ACCOMMODATION

Academic accommodations are intended to provide students with a disability or ongoing medical condition access to the academic environment. To receive academic accommodations, you must first [register with Access & Diversity](#). A Diversity Advisor-Disability will determine the accommodations you are eligible for.

HOW TO DO THAT, STEP BY STEP...

1. [Make an appointment](#) with Access & Diversity
2. [Provide documentation](#) to Access & Diversity
3. Inform your instructor: Your Diversity Advisor-Disability will provide you with a letter outlining your academic accommodations. You must present this to each of your instructors at the beginning of the term.* The letter will [then, if circumstances don't change] be [re-]issued to you on an annual basis.

ARRANGING AN EXAM ACCOMMODATION

Exam accommodations enable you to demonstrate your knowledge of the course material in cases where a disability or ongoing medical condition may impact your ability to access exams under standard conditions. If you are eligible for this accommodation:

- for a mid-term exam:
book at least one week in advance
- for a final exam:
**book at least one week in advance of the start of the formal examination period
= ideally, Friday of the second-last week of formal classes.**
- To book an exam: complete the [Online Exam Registration Form](#). You will receive a confirmation email of your booking, including the date and time you will write. It will be your responsibility to monitor your exam schedule.
- The online registration system will contact your instructor to obtain information for your exam.
- Log-in to the exam reservation system to review your exam date and time prior to the exam period (= at [Access & Diversity](#) or [Student services > Academic accommodations > Exam accommodations](#))
- Report to Room 1203 Brock Hall for all midterm and spring/summer exams. The location for the formal exam period will be posted one month in advance.

* You are *not* required to share information or documentation about your disability or ongoing-medical condition with your instructor or any other University office. Access & Diversity is committed to treating your documentation as confidential in accordance with BC's Freedom of Information and Protection of Privacy Act. By registering with Access & Diversity, you have given permission for Access & Diversity to share the minimum information necessary to ensure the provision of services.

[from: [Student services > Academic accommodations](#)]

So: if you are registered with Access & Diversity, while you should inform your instructor, you *don't* have to tell them any more than that you're registered with Access & Diversity. This is where the A&D letter is very

useful: all you need to do is show your instructor that letter, no more than that. Your instructor and/or the coordinator will then liaise with A&D as, depending on your individual case and circumstances, we may need to take this into consideration for *all* your work this term (not just the final examination). A&D *may* "share the minimum information necessary" but only ever in your interests, especially your academic interests: for example, so that the coordinator can work with A&D to design an appropriate alternative exam format that is specially tailored for you.

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If you are affected by any of the items above, if you are uncertain and would like some help and more information, if you have further questions: please email your instructor and/or the co-ordinator to tell them as soon as possible: that way we can help to sort you out as fast and smoothly and comfortably as possible!

Merci d'avance...

(your coordinator)