

FREN 101 & 102 FINAL EXAMINATIONS: ACCOMMODATIONS

*****PLEASE READ THIS DOCUMENT CAREFULLY AND ATTENTIVELY*****

last revised: 2017-10-12

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. NB: if a link doesn't open or leads to "page not found," copy-paste it into your browser (this seems to be a UBC HTML formatting glitch).

The whole UBC exam schedule is at Student Services > Courses, money & enrolment > Exams > Exam schedule:

<https://students.ubc.ca/enrolment/exams/exam-schedule>

You can also access your personal exam schedule by logging in to the Student Service Centre: <https://ssc.adm.ubc.ca/sscportal/>

More information about exams:

- Student Services > Courses, money & enrolment > Exams <https://students.ubc.ca/enrolment/exams>
- Student Services > ... > ... > Exam guidelines <https://students.ubc.ca/enrolment/exams/exam-guidelines>

There, you will find information about:

- Exam hardships and clashes:
 - a "hardship" = this course's exam + at least two other exams (i.e. minimum 3) in a 24-hour period
 - 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
- Academic calendar > Senate policy on examinations <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,41,89,0>
= all the rules and regulations, including 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:

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

ACCOMMODATIONS FOR STUDENTS WITH EXAM HARDSHIPS AND CLASHES

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,41,91,0>

EXAM HARDSHIPS

An examination hardship is defined as three (3) or more examinations scheduled within a 24-hour period (e.g. from 8:00 a.m. to 7:59 a.m. the following day). A student facing an examination hardship shall be given a new examination date for the second examination 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...].

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 [...].

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ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

For general information on academic accommodations in general (not just exams), see:

- Student Services > Academic success > Academic support > Academic accommodations:
<https://students.ubc.ca/academic-success/academic-supports#academic-accommodations>
- Student Services > ... > ... > Academic accommodations for students with disabilities
<https://students.ubc.ca/academic-success/academic-supports/academic-accommodations-disabilities>

Specifically on exams, see:

- Student Services > ... > ... > Exam accommodations: guidelines and expectations
<https://students.ubc.ca/academic-success/academic-supports/academic-accommodations-disabilities/exam-accommodations-guidelines-expectations>

DETERMINING YOUR ELIGIBILITY FOR AN EXAM ACCOMMODATION

Academic accommodations are not determined by your instructor (nor by a course coordinator or other teaching and research faculty; this is not their expertise). Students who require academic accommodations and support at UBC due to a disability or ongoing medical condition must register with Access Diversity. A Diversity Advisor will determine the accommodations you are eligible for: <https://students.ubc.ca/about-student-services/access-diversity>

HOW TO DO THAT, STEP BY STEP...

1. Make an appointment to register with Access & Diversity, with the required documentation, and request an accommodation:

Student Services > Academic success > Academic support > Accommodations for students with disabilities > Request an accommodation

<https://students.ubc.ca/academic-success/academic-supports/academic-accommodations-disabilities/request-accommodation>

- Email: access.diversity@ubc.ca
- Tel.: +1 604 822 5844
- In person: Brock Hall (1874 East Mall, room 1203)
Monday, Wednesday, Friday 8:30 a.m.-4:30 p.m.
Tuesday 8:30 a.m.-5:00 p.m.
Thursday 8:30 a.m.-4:00 p.m.
- NB Requests for new accommodations or changes to existing ones cannot be considered after November 10 for implementation in the December exam period and March 10 for implementation in the April exam period.

2. After your appointment with Access & Diversity, your Diversity Advisor-Disability will give you a letter outlining your academic accommodations; you should show this to your instructor.*

3. Book your exam via the Access & Diversity online registration system: You must book at least one week in advance of mid-term exams or the start of the formal examination period. Late requests are not accepted by the system.

<https://students.ubc.ca/about-student-services/access-diversity#exam-reservation-system>

4. What happens next at your Access & Diversity exam?

Student Services > Academic success > Academic support > Accommodations for students with disabilities > Exam accommodations: guidelines and expectations

<https://students.ubc.ca/academic-success/academic-supports/academic-accommodations-disabilities/exam-accommodations-guidelines-expectations#exam-dates-and-deadlines>

*Instructors should not ask you about the nature of your disability or request copies of your disability documentation. If an instructor requests information, please direct them to Access & Diversity. 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 (<https://www.oipc.bc.ca/for-the-public/what-are-my-rights.aspx>). By registering with Access & Diversity, you have given permission for Access & Diversity to share the minimum information necessary to ensure the provision of services. (Ex. 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, Dr O'Brien)