

FINAL EXAMINATIONS: ACCOMMODATIONS

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

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

To check your exam schedule, see here: <http://www.students.ubc.ca/coursesreg/exams/exam-schedule/>
You can also access your personal exam schedule on the Student Service Centre.

Exam rules etc.: <http://www.students.ubc.ca/coursesreg/exams/exam-policies-accommodations/> You'll find information here on:

- [Accommodated exams for students with disabilities](#); see also [Access & Diversity](#)
- [Religious accommodation](#) = a scheduling conflict with religious obligations
- [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” = this course's exam + another exam at the same time; including overlaps, if exams are of different lengths
- [Illness policy](#) (= obviously, I hope you won't be ill or have any accidents; and I hope you haven't arranged any in advance...)
- [Senate policy on examinations](#) = all the rules and regulations, plus what happens if an exam is deferred (ex. if you are ill)

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 or department/faculty. The student must notify the instructor of the second examination no later than one month prior to the examination date.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

For further information including how to register with Access & Diversity, see [Access & Diversity > Support for students](#). The next section of information is taken from [Access & Diversity > Exam accommodations](#): please consult that page for full details, as well as policies and rules on taking exams with Access & Diversity.

Main information adapted from that [Exam accommodations](#) page:

DETERMINING YOUR ELIGIBILITY FOR AN EXAM ACCOMMODATION

As with any other accommodation, exam accommodations are selected based on documented need. If you are thinking of registering with Access and Diversity, you should [book an appointment](#) with an advisor to determine the range of accommodations that you are eligible for. The Diversity Advisor - Disability will explain the process of arranging accommodated exams.

ARRANGING AN EXAM ACCOMMODATION

The new on-line Exam Booking System was launched on September 10, 2012. It has replaced the previous paper-based forms for arranging accommodated exams for credit courses at UBC. The system does not replace sittings arranged directly by your department or instructor. The system applies for scheduling an accommodated exam sitting with Access and Diversity. To request an A&D exam sitting:

- go to www.students.ubc.ca/access
- complete the on-line registration form using your campus-wide login.
- book at least one week in advance for mid-terms and one week in advance of the start of the formal examination period in December and April. The deadline for forms for term 1 formal examinations is **November 27, 2013** and **April 5, 2013** for term 2 [for the summer session, the deadline will probably also be around a week before the start of the exam period; it would probably be advisable to give the office at least one working week, i.e. five working (Monday-Friday) days' notice].
- login to the system to re-check exam details once your instructor has completed the on-line form. You will receive a confirmation email of the exam booking, including the date and time you will write. It will be your responsibility to monitor your exam schedule.

NB:

- The on-line reservation system will not accept late requests.
- You must have current eligibility to schedule an exam; to update or request eligibility, please contact Access and Diversity for an [appointment](#).
- The on-line reservation system will look after contacting your instructor or authorized equivalent to obtain needed information for your exam.

Also: if you are registered with Access and Diversity, please let your instructor know as, depending on your individual case, they may need to take this into consideration for *all* your work this term (not just the final examination).

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If you are indeed affected by any of the items above, please email your instructor and/or the co-ordinator to tell them as soon as possible: that way we can sort you out as fast and smoothly as possible, with minimum inconvenience all round!

Merci d'avance...