SERVICES FOR STUDENTS WITH DISABILITIES

EXAM ACCOMMODATIONS POLICY

Quiz/Test/Exam Process

If your instructor cannot accommodate your needs and you wish to request to write a test/exam through the SSWD office you must:

Submit an exam request on-line at: www.brocku.ca/sdc/disABILITIES by clicking on the SOAR icon before the deadline date (7 days prior to quiz/test and by advertised deadline for December and April exams). Please enter the correct scheduled date and time that the class is to write the test/exam. Once you submit your request, you will receive an e-mail receipt to your "BROCK EMAIL ADDRESS" within 24 hours.

WE DO NOT ACCEPT REQUESTS FOR EXAMS VIA PHONE OR VIA EMAIL

Our office will then inform the instructor by email that you have requested to write his/her test or exam in the SDC and outline the agreed upon accommodations. We will ask for confirmation of the date and time of the test/exam. We will also ask for any specific details that we should be made aware of and request delivery of the exam script at least 48 hours in advance.

For Midterms and Exams, contact the SSWD office to confirm the scheduled time. Typically tests/exams are held at the regularly scheduled time for the class. However, we may schedule the test/exam to begin at an earlier time if extra time is needed or due to space and/or invigilator limitations. Although we regularly accommodate exams on Saturdays, please be prepared to write either the day before or the Monday following if necessary.

Confirmation of Quiz/Test/Exam:

Typically tests/quizzes start at the beginning of the class. If the start time of your test needs to be changed due to any of the reasons as discussed above, our office will contact you by email. If you wish to confirm your test/quiz contact Ext. 4028.

Prior to exams in December and April check the master list which will be posted on our web page. Make sure all the exams that you requested are listed. Also, make note of any changes.

Please Note: All Exam/Test times are in "Universal Military Time/ or the 24 Hour Clock". Please calculate the times accordingly.

Remember: Evening exams typically start earlier to allow for the extra time needed. If you arrive late for an exam, this time will be deducted from your total writing time.

Late Request Forms:

Students who do not submit their request form by the specified deadlines will NOT be accommodated through the Student Development Centre.

EXCEPTIONS WILL NOT BE MADE unless extreme extenuating circumstances prevent the student from submitting their request in a timely fashion. Please contact your Case Manager IMMEDIATELY should this occur.

SPECIAL circumstances will be considered at the sole discretion of the Manager, SSWD. If after discussion with the Manager it is decided that the SSWD is able to schedule an exam time for you, there will be an administration fee of $25.00, payable in advance.

Changing Information on an Already Submitted Request:

You can make changes to your requested exams on SOAR by the regular deadline. If you need to make changes after the deadline, please email sswd@brocku.ca.

Example: Quiz will be at the beginning of lecture versus at the end or you will no longer need a scribe.

Exam Scheduling Conflicts:

An exam conflict occurs when you have 2 exams scheduled at the same time. You may also have a conflict due to your accommodations (e.g. your extra time overlaps for 2 exams).

You are responsible for informing your Case Manager about any potential conflicts before the exam submission deadlines. Your Case Manager will provide an exam conflict form, and discuss alternative dates. This form must be taken to your professor for signature and confirmation.

Exam Regulations:

All students will follow “University Exam Procedures” when writing a test, quiz or exam with SSWD.

On the day of your test/exam:

- Arrive for your test/exam 10 MINUTES before your scheduled start time
- If you are late arriving, you will still finish at the pre-arranged time
- Have your Student ID ready
- Bring a copy of your emailed confirmation

Please Note: In accordance with University Policy, students arriving more than 30 minutes late for a Progress or Final exam (December and April) will not be allowed to write the examination.

Before you start your exam……

Confirm the correct start time (If a clock is available in the room it will be used, otherwise the Invigilator's watch is used)

Check the time to stop writing. Note: If using a computer you must spell check (where permitted) and print within the given time unless otherwise specified)

Note what quiz/test/exam aids are allowed

Inform the invigilator if you want to be told how much time you have remaining and at what intervals

If there are any discrepancies with the accommodations indicated, advise the invigilator immediately

Sign your Exam Information Sheet and commence writing the test/exam

While you are at the SDC……..

- All bags, books, purses, electronic devices, coats, hats, etc. must be left in the designated area.
- You must have all allowable materials with you before the exam script is handed to you. Students are allowed only their writing materials, and student card. (Unless otherwise specified e.g.: It is an open book exam or they are allowed dictionaries, calculators, etc.)
- Please note that the invigilator may ask to check any items brought into the exam room. Prior or during the time you write your test/exam, the invigilator may require you to empty all pockets and check any item that you have with you.
- You are allowed to have beverages in the test room as long as you are not disturbing others and if you are not using the computer. Eating and drinking are not allowed at the computers.
- Invigilators must collect ALL test/exam materials once you are finished writing.

Process for Cancelling a Quiz/Test/Exam to be written at SSWD Exam Centre:

If, due to illness, you are unable to write an exam at the scheduled time you must do ALL of the following:

- Contact the Accommodations Coordinator Linda Martin/Gerry Gergely (Ext. 4028) by at least 4:30 p.m. the day before the exam (Should you become ill the day of the exam, you must call the office as soon as possible to cancel)
- Contact your instructor and inform him/her that you have missed the scheduled exam and request permission to write a deferred exam and discuss make-up arrangements
- Within 7days of the missed exam submit a medical certificate indicating the date of your illness to your instructor (as required by University policy), submit a copy of this medical certificate to the SDC (you are responsible for any costs associated with this documentation)

Please Note: Exams missed due to illness will not be rescheduled at the SDC unless a medical certificate is provided within 7days. All requests must be approved by your professor.

If, for any other reason, you are unable to write your scheduled exam, you must contact the office of SSWD (ext. 4028) by 4:30 p.m. the day before your scheduled exam to explain why you must miss the exam. Exams will NOT be re-scheduled at the SDC unless you provide clear evidence of extreme extenuating circumstances.

Missed Test, Quiz, or Exam:

An exam will be considered a missed exam if:

- You do not cancel by 4:30p.m. the day before the scheduled exam
- You fail to bring in a copy of a medical certificate (or other approved documentation) to the SDC within the 7days following the scheduled exam
- You are 30 minutes or more late to write the exam

If a student misses a test, quiz or exam and does not comply with the cancellation policy:

- You will be charged a missed test/ exam fee of $20
- You will not be allowed to re-schedule the missed exam with the SDC
- You will not be allowed to re-schedule any other exam with the SDC until you pay the $20 fee

Unnecessary expenses result when students arrive late or miss a test or exam which has been prearranged for them. Therefore, students who arrive late to write their test(s) or exam(s) will have that time deducted from their total allotted time.

No late fee will be charged unless the student arrives 30 minutes or more late to write a FINAL exam. In this case, in accordance with the University Exam Security Policy, the student will not be allowed to write the final exam. You will be charged the missed exam fee of $20 if you arrive more than 30 minutes late.

It is policy that you pay the late fee before you write any further tests or exams in the SDC. If there are clearly extreme extenuating circumstances you may request an appointment with the Director by calling extension 3240.

Re-Scheduled or Deferred Exams:

As indicated under the process for cancelling an exam, it is the student's responsibility to contact the instructor to arrange an agreed upon date for a make-up exam. The student must then submit an exam request following the above procedures. The Exam Request Form for a make-up exam must be submitted NO LATER THAN 7 DAYS prior to the agreed upon date for the make-up exam.

Accommodation of make-up exams is dependent upon space availability. If, for any reason other than a verified illness, a student misses a make-up exam, the missed exam policy will apply.

Fees:

If you should you miss an exam, written notice of the fee will be sent to your Brock email address normally within one week after your missed exam. You must pay this fee within 10 working days of the notice. If payment is not received a charge of $20 will be noted on your University records and will remain on your record until you arrange payment.

Please note that the University will not grant degrees or provide transcripts as long as there are charges on your record.

Payment is to be made by cash, certified cheque or money order payable to Brock University.

Religious Observances:

If a student is unable to write a formally scheduled exam for religious reasons, applications must be made to the Registrar's Office at least two weeks prior to the examination period. For scheduling purposes in SSWD, the application to the Registrar's Office must be made 2 weeks prior to SOAR submission deadline. Supporting documentation must be submitted.

If there is a change in the student's examination schedule, it is the student's responsibility to notify SSWD about the change.

Breaks:

If you have been authorized to receive breaks, you are NOT allowed to write or study during your breaks. You must let the invigilator know when you want to take your break so that they can stop the clock. If you choose NOT to use your break time, the time will be subtracted from the scheduled finish time.

All authorized breaks must be taken in the exam room and/or within the sight of an invigilator. Under no circumstances will you be allowed to leave the premises without supervision.

You should use the washroom before you go to the test room. Washroom breaks are limited to five minutes and you must be accompanied by an invigilator. You will not be allowed to have any extra time for washroom breaks (unless your accommodations state otherwise).

Smoking breaks are not permitted.

Scribing:

If you are authorized to have a scribe for writing quizzes/tests/exams, you must instruct the scribe in the presence of the invigilator as to how you want to proceed with the questions.

The scribe will not assist you with the content of the answer in any way. You must dictate your answer to the scribe and include all punctuation. Any technical terms must be spelled out to the scribe.

Use of Computer During a Quiz/Test/Exam

You are NOT permitted to use the spellchecker, thesaurus, or dictionary unless authorized. Students are not permitted to work with any file other than that setup by the invigilator.

Guidelines for computer use during quiz/test/exam:

- The invigilator will print the finished document for your review
- The invigilator will inform you when there are 5 minutes left in your scheduled test time
- Ask the invigilator to print during the test if you wish to review the document on paper; however, there will be no time given to make adjustments to the document (using the computer) after the final print and the allotted time is over.
- You are NOT allowed to take a copy of the document for yourself.
- DO NOT save your work to the hard drive. Our computers have been set up to save your document automatically every 3 minutes. When you are finished your work, the invigilator will ensure that the document is saved and printed.
- Do not leave the exam room until you have confirmed the number of pages printed.

If you have questions for your instructor during a Quiz/Test/Exam:

If you have a question about the quiz/test/exam, it is your responsibility to let the invigilator know and they will try to contact the instructor for clarification. You should continue to write your quiz/test/exam. If the instructor is not available, you should discuss your question with the invigilator. The invigilator will write down your question and will include this when your exam is packaged to be returned. On the quiz/test/exam paper, write down how you are interpreting the question and write down your answer.

Electronic Devices Policy:

No electronic device, storage medium, or accessory of any kind is allowed when writing a test/exam with the SSWD, unless explicitly authorized in writing by the SSWD office via your Instructor or your Case Manager, AND examined by the invigilator on duty immediately prior to the test/exam.

Prior or during the time you write your test/exam, the invigilator may require you to empty all pockets and check any item that you have with you. If a student writing a test/exam is found with an unauthorized electronic device, it will be confiscated immediately and the instructor will be contacted for further instructions.

Electronic devices, storage media and accessories, include, but are not limited to:

- Computers, including all computer hardware and software

- PDAs or any other handheld personal organizers
- Cell phones, radios, pagers of any kind
- Audio recorders, cameras or camcorders
- Audio or video players (e.g. iPods, MP3 players, all Cassette tape/CD/MD/DVD players etc.)
- Electronic storage media or accessories of any kind (e.g. computer floppy discs, hard drives, CDs, DVDs, USB storage devices, memory cards, etc.)
- Calculators, Digital clocks/watches with storage, programming or computing capabilities
- Any other electronic device, storage medium or accessory not explicitly authorized and examined

All electronic devices, along with all other personal possessions not explicitly allowed during tests/exams are to be left with the invigilator prior to the writing of a test/exam.