

Application for Exam Accommodation



Registrar's Office

62 York Street, Sackville, NB
Canada, E4L 1E2
(506) 364-2269 (phone)
(506) 364-2272 (fax)

Carefully read the following important information prior to completing the application form.

Exam Accommodation may be requested under certain exceptional circumstances by students who are unable to write a final exam as scheduled. Through this application, your request will be assessed to determine if exam accommodation is warranted. If granted, you should note the following:

- you may be asked to provide original documentation to support your request
- your instructor will determine the appropriate accommodation, which could include:
 - rescheduling the exam to be written at another time in the exam period
 - rescheduling the exam to be written in the deferred exam period
 - assignment of a take-home exam
 - assignment of an essay or other assignment to be written in lieu of the final exam
 - assignment of a pro-rated grade based on in-term course work
- in the case of rescheduled exams, confirmation of the date, time and location will be communicated by email from the Registrar's office.

Please note: if you do not write the exam as scheduled, a final grade will be submitted which will include a grade of '0' for the final exam.

Wherever possible, this application must be submitted 24 hours prior to your examination so your request can be considered. Once submitted, you may be asked to sign a form in Registrar's Office, unless your circumstance prevents you from doing so. If you have not received a response to your application from the Registrar's office by email or phone prior to your exam time slot, you should plan to write your exam as scheduled.

You will only be granted approval for exam accommodation under certain exceptional conditions. Circumstances for which exam accommodation MAY be approved are listed below (Table 1):

Circumstance	Detail
Student Illness*	A sudden onset of illness, or a debilitating illness which has prevented studying for days leading up to the examination (medical documentation may be required). If a pre-existing condition exists then Student Life may be consulted.
Death or Funeral*	In cases of death in the student's family or a person with significant relationship to the student; supporting documentation may be requested.
Medical Issue*	Documentation of a pre-existing specialized medical appointment that is unique and difficult to change (e.g., surgery)
Car Accident or Breakdown*	A police report and/or documentation of service may be required.
Weather Issue*	For students who live outside of Sackville, accommodations will be arranged for a re-scheduled exam in the event of severe weather. Please monitor the Mount Allison website for news of such events.
Travel Issues*	Travel arrangement may be considered, in exceptional circumstances, for students traveling home to some destinations which are very remote. Documentation may be required.
Religious Grounds*	Exam accommodation may be granted for religious observances that coincide with an examination date.
Compassionate/Other*	Used at the discretion of the Dean of Students and/or the Registrar for very rare circumstances.

*** All students are expected to conduct themselves in an ethical manner in their academic work. Misrepresentation of an illness or circumstance (as listed above) or fraudulent behaviour constitutes academic dishonesty (see Academic Calendar regulation 6.13.1j) and students will be subject to discipline.**

Please note, circumstances which **DO NOT** constitute acceptable grounds for the granting of exam accommodation include:

- holiday arrangements, travel or accommodation bookings, and/or family plans
- work commitments
- sporting commitments
- attendance at functions such as birthday or wedding celebrations
- misreading the examination schedule
- sleeping in

- failure to arrange transportation to ensure timely arrival at the examination venue



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Last Name	First /Preferred Name	Middle Name	Phone Number ()	E-mail Address	Student ID #
Current Mailing Address (Number / Street / PO Box)		Town/City	Province	Postal Code	MTA Unit #

I am applying for special accommodation for the following exam(s):

Course Code/Section	Course Title	Course Instructor	Exam Date	Exam Time
<i>Ex. ENGL 1201 D</i>	<i>Intro to Principles of Literary Analysis</i>	<i>Dr. John Smith</i>	<i>2009/09/22</i>	<i>9:00am</i>

My request is based on the following circumstance: Student Illness Death or Funeral Medical Issues
 Car Accident/Breakdown Weather Issues Travel Issues Religious Grounds Compassionate/Other

Additional Details: _____

I am able to provide appropriate documentation to support my request if asked. Yes No

I understand that misrepresentation of an illness or circumstance (as listed in Table 1) constitutes academic dishonesty. Yes

I have applied previously for exam accommodation at Mount Allison? Yes No More than once

If I am granted an exam accommodation, I am eligible for services provided by either the Meighen Centre or Student Life office? Yes No

By submitting this form, I acknowledge having read and understood the information detailed on this form Yes No

Student Signature _____ **Date** _____