

## EXAM ACCOMMODATION GUIDELINES

### ***Past Practice***

As an academic term reaches conclusion in December or April of any given year, faculty, the Registrar's Office and Student Life are often inundated with requests from students for final exam accommodations due to a wide variety of circumstances. In some cases students will approach more than one person/office to obtain a favourable response for their specific situation.

### ***Application for Exam Accommodation***

In our efforts to be consistent and fair, the Registrar's Office has developed an *Exam Accommodation Request Form* to be completed by the student (or delegate, in exceptional cases) who wishes to request accommodation for a final examination(s). This online form is found at:

[http://www.mta.ca/Registrars\\_Office/Forms/Forms/](http://www.mta.ca/Registrars_Office/Forms/Forms/). Once submitted the Registrar (or direct delegate) may permit accommodation for a student missing a final exam due to illness or for compassionate reasons (see *Circumstances* below). In some cases, documentation may be requested to assist in making a decision to grant or deny an accommodation. This *Request Form* outlines many details associated with exam accommodation and requires the Registrar's Office and faculty to work together to determine the best course of action for any given student.

### ***Process***

When a student identifies the need for exam accommodation, the student should be encouraged to discuss this with their faculty member(s) to determine a possible course of action. The faculty member has the option to either accommodate the student's request independent of the Registrar's Office or direct the student to complete the online application found at [http://www.mta.ca/Registrars\\_Office/Forms/Forms/](http://www.mta.ca/Registrars_Office/Forms/Forms/) and the accommodation application will be handled by the Registrar's Office. Applications are submitted directly to the Registrar's Office, either online or in paper form, and a decision to grant or deny a request is rendered.

If accommodation is denied, the Registrar's Office will correspond directly with the student and encourage them to write their final exam at the scheduled date and time. Faculty will be informed by email if an exam accommodation request has been denied for a student.

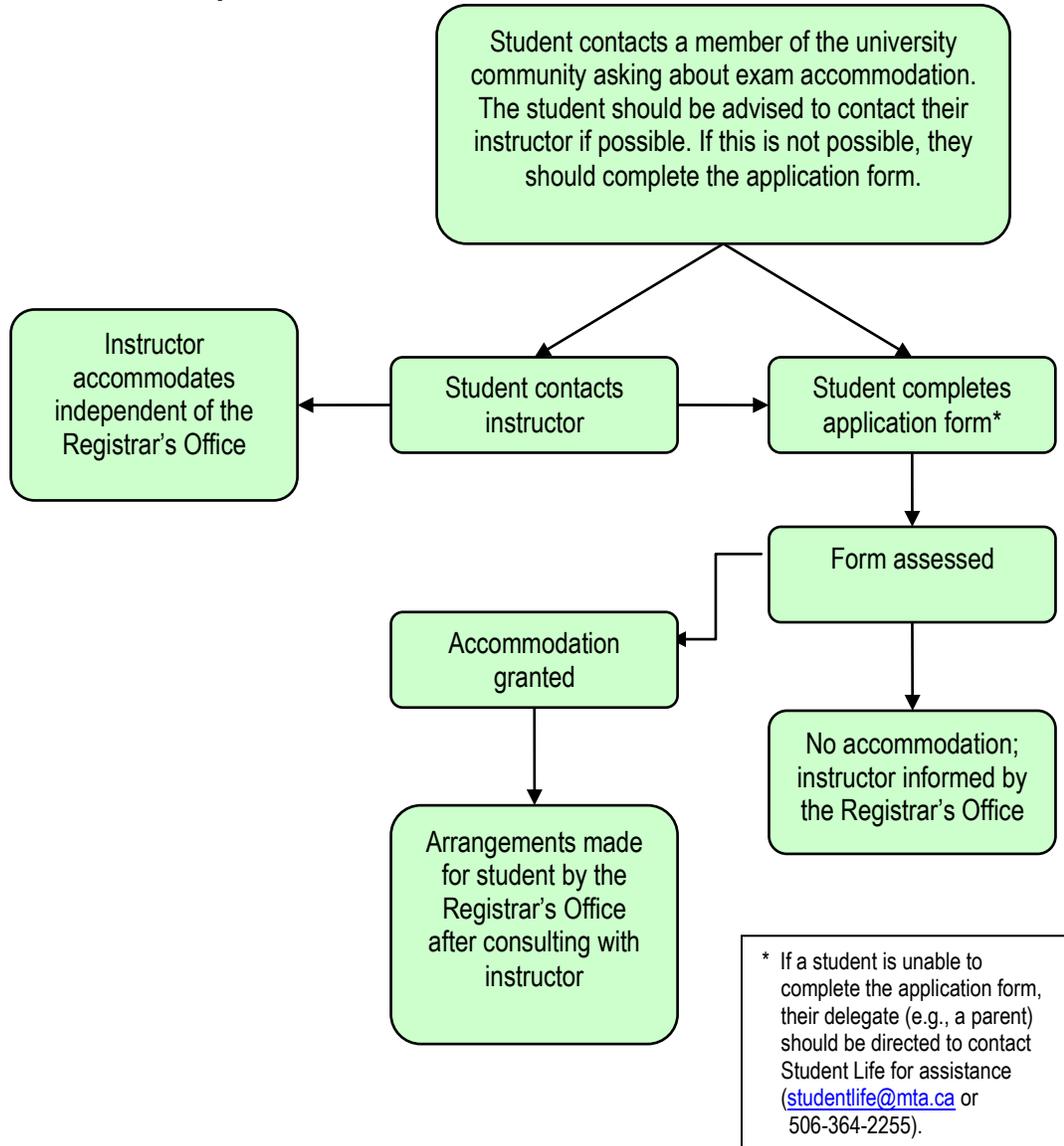
If accommodation is granted, the faculty member will be asked to determine the appropriate accommodation including:

- re-scheduling an exam to be written in the exam period
- deferring the exam to be written in the deferred exam period ( a grade of DE will be entered in Colleague by the Registrar's Office for the specific course where appropriate)
- assigning a take-home exam
- assigning an essay or other assignment in lieu of the final exam
- assigning a pro-rated grade based on in-term course work

The Registrar's Office will correspond with the student to inform them of the accommodation format and arrange details for all deferred exams. For all other accommodations (e.g., re-schedule, take-

home, etc.), the Registrar's Office will ask the student to work directly with the faculty member to fulfill course requirements.

**Process Summary Chart**



**Circumstances**

Students will only be granted exam accommodation under certain exceptional conditions.

Circumstances for which exam accommodation may be approved are as follows:

- Illness – a significant and debilitating illness which has prevented studying for days leading to the examination or sudden onset of an illness on the day of the scheduled exam
- Death or Funeral – case of death in the student's family or a person with a significant relationship to the student

- Medical Issue – documentation of a pre-existing specialized medical appointment that is unique and difficult to change (e.g., surgery)
- Car Accident or Breakdown – for students who live outside Sackville and commute to campus
- Weather Issue – for students who live outside of Sackville and commute to campus
- Travel Issues – may be made in exceptional cases, for students traveling HOME to some destinations which are very remote
- Religious Grounds – may be granted for significant religious observances that coincide with an exam date
- Compassionate/Other - used at the discretion of the Director of Student Life and/or the Registrar (delegate) for very rare circumstances

These circumstances are outlined on the *Application for Exam Accommodation* to provide students with a guideline for possible acceptable reasons for granting accommodations. If a faculty member wishes to grant an independent accommodation to a student for these or other circumstances, such a decision is solely at his/her discretion.

From the Registrar's Office perspective, the following circumstances do not constitute acceptable grounds for the granting of exam accommodation:

- holiday arrangements, travel or accommodations bookings
- work commitments
- sporting commitments
- attendance at functions such as birthday or wedding celebrations
- misreading the examination schedule
- sleeping in (Note: if a student shows up to an exam more than 30 minutes from the start of the exam, the appropriate faculty member will decide whether or not to allow the student to: commence the exam, make alternative arrangements, or not write the exam)
- failure to arrange transportation to ensure timely arrival at the examination venue

### **Other**

- Students are asked to submit the application form at least 24 hours prior to the examination, whenever possible, so a decision can be rendered and conveyed to the student prior to the exam. The Registrar's Office will email faculty as soon as possible once an accommodation has been granted to seek exam accommodation details from the faculty member.
- If the deferred exam option is chosen, the Registrar's Office will require an exam from the faculty member. For Fall term courses, the deferred exam period will be the first full week of classes in January, except in extreme circumstances. For Winter term courses, deferred examinations must be written by the end of May, except in extreme circumstances. For both Fall and Winter terms, exams may be proctored remotely in some situations.