

EXAM BOOKING CHECKLIST

- Registered with Accessibility Services (AS) and have an accommodation letter.
- The start time, duration and date of the exam are correct.
- Mid-terms and Quizzes:** Exam forms are handed in before the deadline - forms are accepted at any time in the semester, up to **one week** prior to the scheduled exam date.
- Final exams:** Exam forms are handed in before the deadline – forms are accepted up **three weeks** before the last day of class, for exams written in the final examinations period.
- Provided the instructor with an exam envelope (at least one week before the exam), otherwise the exam might not be delivered to the AS office and may result in writing the exam with the class.
- If an alternate time is required because of illness, conflict with other courses, or overlap with Accessibility Services office hours, an instructor's signature of approval for the alternate time. An instructor's signature approving the alternate time is required if there is no overlap with the class exam start time.

IMPORTANT

1. Contact an Accommodations Coordinator ahead of time if you need to arrange an alternate start time. If exams go past office hours, they will be started at the time indicated on the booking form and will end at 4:00 pm (extended hours during midterms October, November, February and March until 5:00 pm) Accessibility Services will not email students with an alternate start time.
2. 7:00 pm exam start times will be adjusted to ensure that students complete writing by 9:00 pm. Students will not be allowed to leave the Accessibility Services Office until 7:15 pm.
3. Please arrive 10 minutes prior for scheduled exams. Start and stop times will be strictly followed and time lost will not be added to the end of the exam. If students arrive more than 30 minutes late, they will not be allowed to write and the exam will be returned to the instructor.
4. To maintain exam integrity, students are required to stay in the Accessibility Services Area for 15 minutes after the class' start time.
5. Incomplete forms will not be accepted. Please check e-mails daily in case Accessibility Services needs to contact you.
6. If you have any questions about the form or need assistance filling it out, please speak with one of the **Accommodations Coordinators**.

EXAM BOOKING FORM

Invigilation hours:

Monday – Friday 8:00 am – 4:00 pm (extended hours during midterms October, November, February and March until 5:00 pm)

**Final exam period hours for April and December:
Monday – Friday 8:00 am – 9:00 pm, and Saturday 9:00 am - 6:30 pm**

Important: Incomplete booking forms will not be booked by AS

Mid-term Exam **Final Exam** **Other** : _____ **Today's Date:** _____

Name: _____ Student email: _____

TRU ID #: _____ Instructor: _____ Instructor email: _____

Course: _____ Exam Date: (month/day/year) _____ Exam Start Time: _____

Exam duration: _____ (Note that duration refers to how long the instructor said the exam was designed to take)

Blackboard **Moodle** **Special software required:** _____

If the following are approved accommodations, please check what is required for this exam:

Computer: Yes / No Dragon Naturally Speaking: Yes / No

Kurzweil: Yes / No or Read&Write: Yes / No

Alternate times are only permitted for illness, class conflict or overlap with AS office hours.

Alternate Date: _____ Start Time: _____

Reason for alternate date/time: _____

INSTRUCTOR: Please sign here if in agreement with alternate date/time: _____

FOR AS USE ONLY: Room _____ Spreadsheet C/W **AS** _____ Time allowed: _____

Instructor e-mail/reminder _____ / _____ Start/end: _____

Computer Spelling Grammar Read&Write Kurzweil DNS Calculator Washroom breaks Enlarged font

Morning exams One exam a day Scrap paper No scantron Cueing sheet (must be submitted by instructor)

Adjustable table Lamp Distraction-reduced environment Separate room Extra time _____

Comments: _____

Due to alternate start time student to be held to overlap with the class until: _____