



ACCESSIBILITY SERVICES (AS) – EXAM GUIDELINES

The following guidelines are intended to ensure that examinations are conducted in a fair manner and in accordance with TRU's policy on *Academic Integrity (ED-5-0)* and *Examinations (ED-9)*. Students, invigilators, interpreters, readers/scribes and all individuals assisting with exam accommodation are expected to be aware of, and comply with, these guidelines.

1. Policies:

Please refer to the following links:

- *Examinations (ED-9)* <http://www.tru.ca/shared/assets/Examinations5652.pdf>
- *Academic Integrity (ED-5-0)*: <http://www.tru.ca/shared/assets/ed05-05657.pdf>
- *Respectful Workplace and Harassment Prevention policy BRD 17-0*: https://www.tru.ca/shared/assets/respectful_workplace_harrasment_prevention_poilcy28967.pdf
- *If a student is writing an exam with AS and is discovered to be in possession of an unauthorized material e.g. electronic device, storage devices or accessory of any kind, the item will be confiscated immediately by the invigilator, the Report Form will be completed and submitted to the instructor for further action.*

2. Exam Booking Forms:

- **Exams**: booking forms must be submitted into Accessibility Services and are accepted at any time in the semester, up to **one week** before the scheduled exam date between the hours of 8:00-4:00pm.
- **Final Exams**: Final exam booking forms are accepted up to **three weeks** before the last day of class, for exams written in the final examinations period.
- Please be advised that we inform all instructors when an exam has been booked late so that they are aware that you will be writing with the class and therefore do not need to deliver an exam to our office.
- Incomplete booking forms will not be accepted.
- Online Exam Booking Forms:
Exams can be booked online, please visit: <https://www.tru.ca/as/examguidelines.html> for the online booking form. Please note: alternate date/times cannot be booked online.
- **It is very important that you speak with your instructor to confirm the duration of your exam. Just because there is a 3 hour block on the exam schedule does not mean your instructor will utilize the whole period. Under booking or overbooking could impact your time allocation or another student's ability to book their exam.**

3. Alternate Times:

- If an alternate start time is needed due to a class conflict or AS office hours, students will need to arrange this ahead of time with your AS Accommodations Coordinator and your instructor by the required deadlines.
- When possible AS can begin your exam earlier in the day as necessary to ensure that your scheduled end time overlaps with the class start time. To maintain the integrity of the exam and to avoid the potential for anyone to pass information along to other classmates, students will be held in AS without access to electronic/communication devices until 15 minutes after the class start time. Due to this, we recommend that students bring along study/reading materials to pass the time.
- An instructor's signature approving an alternate time is required if there is no overlap with the class exam start time.
- If writing at an alternate time/date as the class, students are reminded of the Student Academic Integrity policy and that sharing information about the exam between students would be a violation of this policy.

- If exams go past office hours and students do not arrange this ahead of time, they will be started at the time indicated on the booking form and will end at 4:00 pm. Accessibility Services will not email students with an alternate start time.
4. **Exam Envelopes:** Students are responsible for providing their instructor with an Exam Envelope at least one week prior to the test date for tests and mid-terms and 3 weeks before the last day of classes for final exams. *Please note: If students do not provide their instructor with an envelope the exam may not be delivered to Accessibility Services and it will be assumed that the student is writing with their class.

5. **Final Exam Start Times/hours:**

During the final exam period, AS administers exams during three sittings:

- 9:00 a.m. start time.
- 2:00 p.m. start time.
- 4:30 pm. start times for all final exams scheduled to begin at 7:00 p.m. This will depend on student's extra time accommodation and the exam duration. (Please discuss this with your Accommodations Coordinator).
- During the final exam period for April and December AS office hours are:
- Monday – Friday 8:00 am – 9:00 pm, and Saturdays 9:00 am - 6:30 pm.

6. **Before Arrival:**

- Ensure that you are complying with the AS scent-reduction and food policies.
- **Scent reduction:** TRU is a scent-reduced environment due to extreme sensitivities experienced by some of our staff/students. Students who arrive to write their exams wearing scented products will not be allowed to write their exams in Accessibility Services on that day.
- **Food and beverages:** All beverages must be in sealed re-usable containers - e.g. coffee mugs, water bottles. No food will be allowed in the examination rooms or in the testing centre. Students will not be given extra time for snack breaks.
- Ensure that you have all materials that you will require during the exam e.g. calculator, pens, pencils (AS cannot provide these).
- Arrive at AS 10 minutes prior to the exam start time. Check-in at the main office, Old Main 1482. Identify yourself by name and specify the exam you are scheduled to write. You will be asked to provide picture ID and be provided a locker key to store your belongings.
- Please turn your phones off before entering the examination area.

7. **Arrival time**

- 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.
- AS will only allow students the aids that the instructor indicated on the exam envelope.
- The invigilator will ask you to empty your pockets and put your bag, jacket, cell phone, watches, laptop, etc. away in an assigned storage location. From this point until the completion of the exam, you will not be permitted to return to your belongings. Please note that you should not bring any valuables with you to the AS. While you will be provided with a storage area in which to place your belongings, AS can take no responsibility for lost or stolen items.
- The invigilator will remind you that you may not be in possession of any unauthorized aids, including notebooks, textbooks, USB storage devices, cell phones, digital clocks and watches with storage, MP3 players, laptops, pencil cases etc. It is an academic offense to have an unauthorized aid in one's possession during the writing of an exam.
- The invigilator is authorized to inspect any items that you have with you during the writing of the exam, including your calculator or drink items.
- The invigilator will calculate your allotted writing time, and announce the allotted writing time to you.

8. After Exam:

- When the invigilator notifies you that your exam time is over, you must cease writing. The invigilator will collect all materials:
 - The test or exam question paper.
 - Used and unused exam booklets.
 - Written and/or typed responses.
 - Used and unused scrap paper (if approved by the instructor).
 - Aid/cheat sheets.
 - If you used a computer to type your responses, the invigilator will print a copy of your responses and ask that you review each page. Changes cannot be made to exam after the allotted writing time is over.
- Remember to collect all your belongings after completing your exam. AS is not responsible for items left at test sites.

9. Invigilators:

- Invigilators cannot clarify or explain exam questions.
- Any exam related questions will be relayed to the course instructor by phone or e-mail. We ask students to review the entire exam before doing so, to see if there are any other questions. In some cases, this is not an option and we ask students to write why they answered the question the way they did on a separate piece of paper.

10. Computers:

- Work only within the Word document pertaining to your exam. This document will be saved on the desk top when you arrive, please do not save to a different location. The use of any other function or program requires advance authorization in writing to AS from the instructor.
- No internet access is allowed unless requested by instructor.
- Spell and grammar is only permitted if it is an approved accommodation.
- All computers are monitored by a program called Faronics Insight: This software allows the invigilator to monitor all computer user activity from their workstation and gives them the ability to limit the web, applications, print, and drives.

11. Kurzweil/Dragon Naturally Speaking:

- If either of these software programs are one of your accommodations, please indicate on the exam booking form if it is required.
- Please note: Kurzweil is to be used as a reading program only.

12. Washroom Guidelines: Students are encouraged to use the washroom before their tests. Washroom breaks are strongly discouraged for exams less than an hour in length. If a student must use the washroom they will be escorted.

13. Behaviour During Exams: Accessibility Services recognizes that exams can be stressful – counselling and other services are available to students and students are encouraged to access support services and develop a plan for managing. Students, staff and faculty of TRU are expected to conduct themselves in a professional manner in accordance with the Respectful Workplace and Harassment Prevention policy BRD 17-0. If a student's behaviour is not in accordance to this policy, the student may be asked to leave the examination room resulting in not completing the exam. The Report Form will be completed and submitted to the instructor. The Manager of Accessibility Services in conjunction with Student Affairs will be notified and the student's use of AS services may be reviewed.

14. Illness:

- If students become ill prior to their exam, they will need to inform Accessibility Services and their instructor as soon as possible (asexams@tru.ca).
- Students will need their instructor's approval prior to rescheduling the exam and must reschedule with Accessibility Services at least one week in advance for non-final exams. For rescheduling final exams please see Deferrals.
- As per the Examinations Policy (ED-9) <http://www.tru.ca/shared/assets/Examinations5652.pdf> doctor's notes will need to be provided to instructors if a test/exam is missed due to illness.

15. Attendant Care/Interpreters: An Attendant or an Interpreter may be required to provide personal care and/or interpreting during an exam but they must not provide any assistance with the exam questions, nor will they be allowed to access any written material, electronic devices or personal items other than what may be required to attend to the personal needs of the student, e.g. tissues, medication, etc. A person other than the Attendant may be used to read/scribe during exams.

16. No Show: Failure to show up for a scheduled test/exam without informing Accessibility Services in advance may jeopardize scheduling any future tests/exams.