

## **Exam Accommodations – Student Responsibilities**

### **Approved Accommodations**

Exam Accommodations (EA) staff are required to provide students with their current and approved accommodations stated by their Counsellor. Students *may* receive increased privacy (e.g., small group accommodations may receive a private room) due to operational demands. However, students are not permitted to choose their room or request a private room. Students with questions regarding their approved accommodations are required to speak directly with their Counsellor.

### **Exam Accommodations Steps**

1. Have current and approved accommodations (through your Counsellor)
2. Sign a *Student Responsibilities Acknowledgement* form (once per academic year)
3. Provide your *Letters of Exam Accommodations* to your instructors (per term)
4. Submit an *Exam Request Form* (for each quiz/test/exam)\*
5. Confirm, a few days in advance, test details on the schedule board
6. Arrive a few minutes early, prepared to write your test

#### **\*Scheduling Your Quiz/Test/Exam –**

Prior to each (and every) quiz/test/exam that you wish to receive exam accommodations for, an *Exam Request Form* must be filled out, including all required information, and submitted to Exam Accommodations. Students may fill out and submit their request in person, or fill out their request [electronically](#) and email it to the correct campus.

**ALL *Exam Request Forms* must be submitted with a full week (7 days) notice of the exam date (including weekends, holidays & campus closures** – (e.g., *Exam Request Forms* are due by the end of the day Monday, for any exams to be written on the following Monday).

#### **NOTE:**

If all above procedures are not followed, exam accommodations cannot be guaranteed.

## Renewing Your Accommodations

It is the student's responsibility to be aware of when their accommodations expire, and meet with their Counsellor *prior to* this date in order to get them updated. Exam Accommodations cannot provide accommodations to a student whose accommodations have expired.

- 1. Contact your Counsellor** to request renewal of accommodations
- 2. Pick up a *Letter of Exam Accommodations (LEA)*** for each instructor, each term you are registered
- 3. Provide LEA to Instructors** students are highly encouraged to hand deliver their LEAs to each of their instructors directly. This will give you the opportunity to discuss your accommodations and academic needs with your instructor.

## Reminder Policy

Given the volume of exams that are invigilated by Exam Accommodations staff yearly, it is vital that all required exam information is provided by the student on their *Exam Request Form*, and that their form is submitted on time. If our procedures are not followed, we cannot guarantee accommodations for that particular exam.

If the student's *Exam Request Form* is submitted following any of the points below, a *Reminder Notice* will be issued to remind the student of our procedures:

- ...is submitted late (with less than the required notice period)
- ...is missing information (the student portion of the form is not fully filled out)
- ...has incorrect information (e.g. incorrect date or time)

**On the third time that a Reminder Notice is given to a student, Exam Accommodations will not be provided for that particular exam, and the student will need to write with their class.**

*Exam Request Forms* that are submitted late will first only be considered given staff availability to work on the late request. Late requests are then considered in the order they are received, and only approved given staff and room availability. Once capacity is reached, staffing or room totals, late requests will be denied.

### **NOTE:**

Students are encouraged to come and speak with Exam Accommodations staff should their *Exam Request Form* not meet the required procedures or they are unsure of some of the required information.

## Writing with Exam Accommodations

### Confirm Test Details –

- Students are to check the schedule board a few days in advance to see where they are scheduled to write and to confirm the details are accurate
- Students are to arrive at least 10 minutes early to *re-check* the schedule board. No room allocation is final and Exam Accommodations staff may make last minute adjustments

### Arriving On Time –

- Students arriving late will not have their time adjusted (any time missed will be lost)
- Students must arrive within 30 minutes of their scheduled start time – if a student arrives more than 30 minutes late, they must receive written permission from their instructor in order for Exam Accommodations staff to allow them to write.

### Writing Your Test –

- All students must have their photo ID (preferably their RRC Student ID)
- Only materials authorized by the instructor are allowed to be used or accessible during the exam
- Any materials the student will need for their exam will be checked by the proctor
- All materials must be handed to the proctor after the exam, including scrap paper

## Cell Phones & Watches

- Cell phones must be turned off or on silent and remain inaccessible to the student during their exam (they cannot be left on the student in a pocket or phone clip)
- Proctors cannot hold onto or monitor student cell phones during exams
- All watches, whether it is a smartwatch or not, must be removed and put away while writing your exam

## During Your Exam

### What You Can, and Cannot Bring In –

- Only materials authorized by the instructor are allowed to be used for the exam
- Drinks in clear reusable containers are preferred
  - Non-see through reusable containers must be inspected by the proctor
  - Single use coffee cups (e.g. Tim's, Starbucks, etc...) are not allowed
- Students are asked to remove their coats, large sweaters, hats, etc... If the student chooses to wear such items, staff reserves the right to inspect them
- Students are not able to bring food into an exam, unless it is an approved accommodation

### Noise –

- Although Exam Accommodations staff will do their best to ensure that noise in the exam space is at a minimum, we are not able to control all noise
- All students are able to use ear plugs (provided by Exam Accommodations); in some situations, white noise machines or noise cancelling headphones may also be available
- Students are encouraged to *immediately* speak with their proctor should they have any concerns with the noise in their exam space

### Washroom Breaks –

- Students should use the washroom prior to starting their exam. During the first 30 minutes of their exam they will not be allowed to use the washroom unless absolutely required
- After 30 minutes if students need to use the washroom they need to inform their proctor
- Washroom breaks are supervised, and expected to be both infrequent and short in duration (less than 5 minutes)

### NOTE:

If students have concerns with the accommodations they were provided, they are encouraged to *immediately* speak with their proctor and document on their coversheet at the end of their exam. Students can also reach out to the Supervisor of Exam Accommodations.

## Considerations for Booking with Exam Accommodations

### Computer Based Exams –

- Exams requiring specialized software are *sometimes* proctored by your instructor
- BA Exams: a separate time slot may be created during mid-terms and final exams for exam accommodations students. Please check your exam schedule for the appropriate room and place this on your *Exam Request Form*.

### Deferrals –

- Exam Accommodations staff are not able to approve requests for deferrals – students in need of a deferral must make their deferral request with their instructor or department
- Written documentation that the deferral was approved is required for the exam to be booked (e.g. Program Deferral Examination Form, email from instructor, etc...)

### Time Conflicts –

Students with time conflicts (e.g. two exams scheduled at the same time, time extension conflicts, etc...), are responsible to speak with their instructor or department regarding a deferral.

### Continuing and Distance Education

#### Evening Weekend Exams –

Students with evening/weekend exams must first speak to their instructor to determine when the instructor prefers they write. Exams must be booked during Exam Accommodations' office hours.

## **College Policies**

### **Student Code of Rights and Responsibilities – S1**

#### **Section 2, Policy:**

“Students are responsible for conducting themselves in an honest and ethical manner that is respectful of the entire College community.”

#### **Section 4.5, Be Respectful, A:**

“Students have the responsibility to: be respectful ... treat all members of the College Community in a respectful manner.”

#### **Section 4.3, Academic Responsibilities, J:**

“Should a student be disruptive or disrespectful, instructional and library staff has the right and obligation to exclude the student from the teaching/learning area.”

### **Academic Integrity – S4**

#### **Section 1, Policy:**

“Students will behave in a manner consistent with the fundamental values of Academic Integrity. They will avoid all forms of Academic Misconduct, and will seek clarification from College instructional staff to ensure an understanding of the expectations for their Academic Work. The college will take appropriate action when a Student becomes involved in Academic Misconduct.”

**Student Responsibilities Acknowledgement Form**

**By signing below, you are indicating that you:**

- ...have read and understood the entire [“Exam Accommodations – Student Responsibilities”](#) document, and will follow all processes and procedures required in order to receive exam accommodations
- ...understand and accept the exam accommodations you have been deemed eligible for
- ...will adhere to all Red River College policies related to academic integrity and respectful conduct
- ...understand that if all processes and procedures are not followed, that exam accommodations cannot be guaranteed for that particular exam
- ...understand that it is your responsibility to seek clarification if you are ever unsure of your rights or responsibilities, or have questions/concerns

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
EA Staff Initials

**OFFICE USE ONLY:**

Student #: \_\_\_\_\_

Entered into Database \_\_\_\_\_

Program: \_\_\_\_\_

Welcome email sent \_\_\_\_\_

Counsellor: \_\_\_\_\_