

## Test Accommodations Guideline

*Students can request an alternate version of this document by contacting Accessibility Services*

Accommodations such as private/separate space, extra time, use of a computer/assistive technology, etc. remove barriers for students with disabilities to demonstrate their learning. Students accessing test accommodations are first registered with Accessibility Services (AS) and only then eligible to receive any test supports.

All test accommodations are pre-approved by the AS and students must submit test accommodation requests to utilize them. The use of test accommodations is only valid in the Accessibility Services Test Centre. For classroom quizzes and tests, students must verify with professors and determine if the accommodations will be applicable. If not, to use any test accommodations, students must submit accommodation requests for all quizzes and tests to the AS.

AS is committed to balancing student accommodation requests along with institutional academic standards. Students registered with AS must comply with all institutional requirements, expectations and guidelines, and adhere to the [Test Centre Rules of Conduct](#).

### Procedure

Test accommodations are approved based on the student's documented disability-related need. Once approved, student's MUST submit the [Test/Exam Accommodation Request Form](#) for all types of testing formats (*including in-class quizzes and midterm*) by the specified date or minimum 2-weeks before the scheduled test/exam date (*requests submitted after the deadline or close to the exam date cannot be guaranteed*).

Upon receiving accommodation request forms, AS will schedule tests and exams in the Test Centre. ***Due to accommodation requirements, students may have to write their tests/exams outside of the scheduled or regular class time.*** Student(s) and Professor(s) will be informed about the alternate exam date and time (*if applicable*). The AS scheduled date and time will be the new official exam schedule.

#### ONCE THE TEST/EXAM SCHEDULE IS CONFIRMED:

<b>Student(s):</b> <ul style="list-style-type: none"> <li>Communicate the alternate arrangement with Professors</li> <li>Inform Professor(s) that you will be writing in the Test Centre</li> <li>Confirm with Professor(s) if a lecture is scheduled either before or after the exam</li> </ul>	<b>Professor(s):</b> <ul style="list-style-type: none"> <li>Deliver the test/exam copy along with any other test material (e.g. exam booklet, scantron, etc.) to the AS office minimum one business day in advance</li> <li>Enclose the Exam Instructions Form with the exam</li> </ul>
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#### ON THE TEST/EXAM DAY:

<b>Student(s):</b> <ul style="list-style-type: none"> <li>Check-in with AS 5 minutes before the scheduled time</li> <li>Read through the Test Centre Code of Conduct</li> <li>Upon completion, see the invigilator and sign the sealed envelope</li> </ul>	<b>Professor(s):</b> <ul style="list-style-type: none"> <li>Be available by phone or email for student questions*</li> <li>Pick-up the exam from the confirmed location</li> </ul>
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### Policies

- Students must adhere to all Institutional Requirements including Attendance Policy, Academic Integrity Standards and Final Exam Schedule.
- AS provides test accommodations for quizzes, tests and midterms. **Final exam** accommodation requests are submitted and confirmed by the Registrar's Office.
- Alternate test/exam schedule arranged by AS is the official date and time.
- For tests/exams rescheduling requests, Institutional Re-examination Policy applies.
- **Professors: any changes to the exam (time, expectations) MUST be communicated to students with accommodation requirements OR taken into consideration when grading.**

### Re-examination for test and midterms

AS recognizes that from time to time, extenuating circumstances such as illness, medical conditions or personal family emergencies can prevent students from writing tests or exams on the scheduled date/time. AS is committed to supporting students with disabilities who experience such events.

Students with ongoing medical conditions are provided test accommodations to help manage the limitations of one's disability. However, should the condition be exacerbated, or another illness/family emergency arises, students must contact both their professor(s) and the Accessibility Specialist by email or phone immediately or as soon as reasonably possible.

When non-disability related illness or medical conditions are the reason for the missed test/exam, students must provide medical notes to the Accessibility Office within 48 hours by submitting the [Verification of Illness or Injury Form](#) (VoIF). This form provides AS with relevant medical information to facilitate the provision of appropriate supports for the student. The VoIF is the only acceptable medical documentation accepted by the AS for tests and midterm exam rescheduling requests. Medical notes and forms aside from this form will normally not be accepted. *Please note: any fees required by the medical professional to complete this form or any other Tyndale documentation are the sole responsibility of the student.*

Any false claims or illness or the submission of fraudulent supporting documentation constitutes an academic offence. Those found guilty will be in violation of the Academic Integrity Standards.

In the case of illnesses or emergencies lasting over a prolonged period, students will have to go through the Academic Standards Committee appeal process.

AS follows all institutional policies including the Re-examination Policy.

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### What to expect

- AS will ensure all approved test accommodations requested by the student are available for them while fulfilling the institutional and course requirements.
- In some cases, tests and exams may have to be scheduled either before or after the regular class time.
- Best attempts will be made to schedule exams during class time and take the student's schedule into consideration by avoiding early or late exams, however, cannot always be guaranteed.
- In these cases, Professor(s) may provide a new test/exam to maintain the academic standard for all students.