



Accessibility Services • Cowichan Campus • Phone: 250-746-3509
Cowichan Campus Exam Accommodation Request Form
2 weeks advance notice required – see page 2 for details

Student must have prior approval for exam accommodation on file with VIU Accessibility Services.
***Exam requests for Nanaimo courses should be made with Nanaimo Campus DAS.**

STUDENT TO COMPLETE:

Student Name: _____ Student # _____
 Phone: _____ Email: _____
 Course: _____ Faculty/Instructor: _____ Local: _____

INSTRUCTOR TO COMPLETE:

Date of Exam (for class): _____ Scheduled exam start time (for class): _____
 Exam length in minutes (for class): _____ Instructor Location (during exam): _____
 Does the student need to return to class after the exam? YES NO If so, what time? _____
***Please note: Cowichan Accessibility Services exam hours are 8:30am – 4:00pm, Monday – Friday**
If an alternate exam date/time is required and instructor approved, please note below:
 Alternate date: _____ Alternate Start time: _____

Items permitted in the exam:

Notes		Dictionary		Calculator		Open Book	
YES	NO	YES	NO	YES	NO	YES	NO

Other: _____

Exam Delivery: 3 days ahead	Exam Return:
In person by instructor	Instructor pick-up at Cowichan Accessibility Services
Email to accessibilityservices.cowichan@viu.ca	Student to return Location:
By student	Scan and email to VIU email

WE DO NOT USE CAMPUS INTERNAL MAIL FOR EXAMS

If you have any questions please email: accessibilityservices.cowichan@viu.ca or call 250-746-3509.

Signature (student) _____ Date _____ Signature (faculty/instructor) _____ Date _____

FOR OFFICE USE ONLY:

Room Alone	Computer	Spellchecker	Grammar	Calculator	Reader (Kurz)	Scribe (Dragon)	ET x1.5 / x2	Distraction Free Room	Other

Added to database _____ (initial)

DEADLINES AND PROCEDURE FOR EXAM ACCOMMODATION AT COWICHAN **ACCESSIBILITY** SERVICES

DEADLINES TO SUBMIT REQUESTS FOR EXAM ACCOMMODATION

- 2 weeks in advance for quizzes and midterms
- November 20 for the December final exam period
- March 20 for the April exam period

A late request will only be considered at the discretion of Accessibility Services Specialists in conjunction with the exam instructor. If a late request is granted, full accommodation may not be available.

Exam Day Procedure:

- Student should arrive 10 minutes early.
- Student may be required to provide identification before writing the exam.
- Students store their backpacks, briefcases, cell phone, devices or other unauthorized materials in a locked storage area.
- Exams will end at the accommodation time and the invigilator will collect exam materials.

Student Responsibility:

- Student picks up Exam Accommodation Form from Cowichan Accessibility Services or prints a copy of the form from the website.
- Student fills out student portion and then takes Exam Accommodation Form to Instructor.
- Instructor completes and signs the Exam Accommodation Form.
- Students returns the Exam Accommodation Form to Cowichan Accessibility Services **TWO WEEKS** before exam.

Cheating:

- Students writing exams at Cowichan Accessibility Services must comply with VIU's Student Academic Code of Conduct: Policy 96:01.001.
- Cheating could result in an "F" for the course and/or possible suspension.

Need to Reschedule:

- **If you can't make it to your exam please let us know**. Your instructor will need to approve your request to reschedule prior to booking.

Exam Accommodation Forms for Cowichan Campus can be picked up at **Cowichan Student Affairs** or online at **cowichan.viu.ca/student-affairs/disability-access-services-resources**.

For Nanaimo Campus exam accommodations visit **services.viu.ca/disability-access-services/exams**