



Cowichan Campus Exam Accommodation Request Form

Accessibility Services Cowichan • Phone: 250-746-3509

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 courses based at Nanaimo campus should be made with Nanaimo AES.**

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: Accessibility Services Cowichan 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

- In person by instructor
- Email to accessibilityservices.cowichan@viu.ca
- By student

Exam Return:

- Instructor pick up at Accessibility Services Cowichan
- Student to return Location: _____
- 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 ACCESSIBILITY SERVICES COWICHAN

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 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 Accessibility Services Cowichan 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 Accessibility Services Cowichan **TWO WEEKS** before exam.

Cheating:

- Students writing exams at Accessibility Services Cowichan 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/support-services/services-students-disabilities

For Nanaimo Campus exam accommodations visit services.viu.ca/assessments/viu-accommodated-exams