UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

***ACCESS RESOURCE CENTRE***
TAL 10-1048
3333 University Way
Prince George, BC V2N 4Z9
Telephone: 250.960.5682
Fax: 250.960.5775
Email: arc@unbc.ca

## Article 2.0
## *Access Resource Centre Examination Accommodation Procedures*

### Scheduling of Quizzes and Midterms:

1) Only students who have completed a General Access and Accommodation Agreement (GAAA) form may apply for examination accommodation.

2) Students are responsible for obtaining Examination Access and Accommodation Agreement (EAAA) forms for all quizzes and midterms to be invigilated through the Access Resource Centre. Students should meet with each of their Instructor(s) as soon as possible to discuss, fill out and sign the EAAA forms.

3) Students are responsible for bringing completed EAAA forms to the Access Resource Centre *at least one week prior* to any scheduled examination dates. It is, however, in the student's best interest to have forms completed as soon as possible as any amendments to the agreements must be discussed with the Instructor(s) and/or Access Resource Centre staff.

4) If a student is unable to attend a scheduled invigilated examination, the student must first contact the Instructor and then the Access Resource Centre to explain the situation and request alternate arrangements. The Instructor has final authority in authorizing alternate arrangements.

Examination dates and times may be adjusted by the Access Resource Centre and/or Instructor(s) to:

a) fit within the Access Resource Centre's hours of operation;
b) minimize missed class time;
c) address back-to-back examinations which may overlap; and/or,
d) address issues with scheduling of examination rooms and availability of examination invigilators.

In the event that a student is granted an alternate time to write an examination, the Instructor and student are asked to read, discuss and sign the Examination Confidentiality Agreement printed on the back side of the EAAA form.

**Important note:** Due dates for booking quizzes and midterms are strictly adhered to in order for Access Resource Centre staff to ensure adequate resources are available. Failure to book quizzes and midterms within the stated time frames could result in writing the examinations in class, without the Access Resource Centre supports.

### Scheduling of Final Examinations:

5) Only students who have completed a General Access and Accommodation Agreement (GAAA) form may apply for final examination accommodation.

6) Students are responsible for obtaining Examination Access and Accommodation Agreement (EAAA) forms for all final examinations to be invigilated through the Access Resource Centre. Students should meet with each of their Instructor(s) as soon as possible once the final exam schedule has been released to discuss, fill out and sign the EAAA form.

7) Students are responsible for bringing completed EAAA forms to the Access Resource Centre *at least 2 weeks prior* to the first day of the Fall and Winter final exam periods. It is, however, in the student's best interest to have forms completed as soon as the final exam schedule has been posted as any amendments to the agreements must be discussed with the Instructor(s) and/or Access Resource Centre staff.

8) If a student is unable to attend a scheduled invigilated examination, the student must first contact the Instructor and then the Access Resource Centre to explain the situation and request alternate arrangements. The Instructor has final authority in authorizing alternate arrangements.

Examination dates and times may be adjusted by the Access Resource Centre and/or Instructor(s) to:

e) fit within the Access Resource Centre's hours of operation;
f) minimize missed class time;
g) address back-to-back examinations which may overlap; and/or,
h) address issues with scheduling of examination rooms and availability of examination invigilators.

In the event that a student is granted an alternate time to write an examination, the Instructor and student are asked to read, discuss and sign the Examination Confidentiality Agreement printed on the back side of the EAAA form.

**Important note:** Due dates for booking Fall and Winter final examinations are strictly adhered to in order for Access Resource Centre staff to ensure adequate resources are available. Failure to book final examinations within the stated time frames could result in writing the examinations in class, without the Access Resource Centre supports.

**Examination Day Procedures:**

1) Students should arrive at the Access Resource Centre 10 minutes before the examination start time.
2) Students may be required to provide identification before writing the examination.
3) EAAA forms should indicate whether students are allowed to bring in anything other than writing materials (e.g., notes, books, calculators, and formula sheets will not be allowed in without explicit written authorization from the Instructor).
4) Students store their backpacks, briefcases, cell phones, smartwatches or any other electronic device, and other personal items in a designated area within the Access Resource Centre. Students are advised to ensure that they do not have any unauthorized materials with them prior to entering the examination room. The invigilator will conduct security checks and if unauthorized materials are found, the examination will be halted.
5) Examination start and stop times will be strictly followed. If students are late for their examination, the time will be deducted from their overall writing time. As with all formal UNBC examinations, students who arrive more than 30 minutes late will not be permitted to write the examination and the invigilator will notify the Instructor(s) for further instruction. Students will not be permitted to leave during the first half hour of the examination unless authorized by the invigilator and/or Instructor(s).
6) Examinations will end at the accommodated time and the invigilator will collect all examination materials which will be submitted to the Instructor(s).

**Note:** Academic dishonesty is a serious offence. University students are expected to be informed as to what constitutes cheating. Ignorance of UNBC's standards of cheating is not an acceptable excuse. Refer to the University Calendar for definitions of plagiarism and cheating (http://www.unbc.ca/calendar/GeneralInformation/regulations.html).