

Scheduling an Accommodated Exam- Frequently Asked Questions

How do I schedule an exam?

Accommodated exams can be scheduled in-person or via email. The student must provide the name of the course, professor's name, and the date/time the class is scheduled to write the exam. I would like to stress that it is YOUR responsibility to schedule an exam in the Learning Centre, not your professors.

Am I required to arrange a copy of the exam to be sent to the Learning Centre?

Once you have confirmed an exam time with the Learning Centre, it is the Learning Centre Coordinator's responsibility to contact the professor to obtain a copy of the exam.

How much advance notice do I give the Learning Centre regarding my exam?

The more notice I get from you regarding exam scheduling, the easier it is for me to accommodate you. The Learning Centre strives to provide a quiet, distraction free place for students to write exams. If there are too many people scheduled to write at the same time, it defeats the purpose of your accommodation. Midterms and other exams should be scheduled a **minimum 4-7 days in advance**. Final exams should be scheduled **two weeks in advance**. This allows me time to book an additional exam room if more space is needed. If you do not adhere to these timelines, I may be less able to accommodate your time requests. Please remember that I need time to contact your professors and obtain the exam.

Once I finish my exam, what do I do with it?

Once the exam is complete, please hand it to me and I will ensure that it gets returned to your professor in a timely fashion.

I am struggling with my exams, what should I do?

If you are struggling with a course, please let your instructor know as soon as possible. Your professor can suggest ways that you can improve, or direct you to the Learning Centre for assistance. Post-secondary can be difficult, and there are services available to assist you. Remember, your professors and administrators want you to succeed!

Other questions regarding exam accommodation can be directed to the following people:

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