

The Professor's Role in Accommodated Exams

What is an Academic Accommodation?

An academic exam accommodation is a separate category than makeup exams. To be eligible to receive academic accommodation, students must self-identify and provide appropriate documentation of their disability. Documentation acceptable to St. Mary's University College must be obtained from a licensed professional, such as a medical doctor, psychologist, special education personnel or other health care professional who has specific training, expertise, and experience diagnosing conditions for which accommodation is being requested. Documentation should include test results, a formal diagnosis, detailed explanation of the functional impact of the disability, and recommendations for appropriate accommodation.

Whose Responsibility is it to Book an Accommodated Exam?

Students who have been identified as accommodated students are responsible for contacting the Learning Centre to arrange a time to write their exams. Exams are to be scheduled at the same time as the class writing the exam, or at the very least, scheduled at a time that overlaps the class examination. Final exams are to be written at the exact time that the class is writing the exam. Students should be booking exam times **4-7 days in advance** for midterms, and **two weeks in advance** for final exams. Students booking exams must provide the name of course, and the professor's name. Once students have booked the exam time, I will be contacting the professor's to arrange to have a copy of the exam sent to me. Copies of exams should be provided to the Learning Centre at least **one day** in advance of the exam, and can be sent via email, or placed in my mailbox. When dropping off the exam, please indicate how long the class has to complete this exam. This will allow me to determine how much longer accommodated students will have to write the test. Once the exam has been completed, I will place the exam in the appropriate professor's mailbox.

Makeup/ Rescheduled Exams

The Learning Centre provides a place for students to write makeup exams with appropriate proctoring. These exam times may be scheduled at the discretion of the professor. If the professor has agreed to allow a student to write a makeup exam, they must indicate this via email to the Learning Centre along with a copy of the exam. This may also include allowing ESL students extra time to complete an exam. At this point, it is the responsibility of the student to conform to the timeline indicated by the professor, and they can schedule an examination via email or in-person. A copy of the makeup/rescheduled exam should be provided to the Learning Centre at least **one day** in advance of the exam.

The Learning Centre aims to provide students with a quiet workspace, academic support, and a place to write exams. Occasionally, I run seminars that require me to be out the Learning Centre. The earlier examinations can be scheduled, the easier it is for me to arrange my schedule so that I can responsibly proctor an exam. Please emphasize to your students that it is THEIR responsibility to book exam times. If I can be of any further assistance to you, or your students, please do not hesitate to let me know.

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