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Academic and Student Relations
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Guide to Academic Accommodation at the Faculty of Law

1. Introduction

This guide is intended to clarify how academic accommodation is administered in the Faculty of Law for law students [registered](#) with the [Centre for Accessible Learning \(CAL\)](#) and to explain how the Faculty of Law and CAL work together to support JD and JD/JID law students.

Academic accommodations are governed by a [university policy](#) that applies to all UVic students. Under the policy, CAL approves eligibility for course and exam-based academic accommodations for students registered with CAL.

This guide outlines:

- The difference between academic accommodation and academic concessions.
- When to request an accommodation rather than a concession.
- Why accommodations are managed differently at the Faculty of Law.
- The roles of various offices and staff positions in relation to accommodations.
- The various forms of accommodation, including for assignments and exams.
- When to contact Law Academic Services staff and when to contact your instructor about accommodations.
- How to request accommodation.

2. The Difference between Academic Accommodation and Academic Concessions

Academic accommodation plans are managed by the Centre for Accessible Learning (CAL) and are in place to promote educational accessibility for students with disabilities and chronic health conditions. Once registered with CAL, a student's accommodation is ongoing for the duration of their legal studies, unless CAL has indicated an end date.

Academic concessions for all JD and JD/JID law courses are managed by Law Academic Services and may be requested in individual cases if your course requirements are affected by unexpected and unavoidable circumstances, or conflicting responsibilities. Please see the separate *Guide to Academic Concessions at the Faculty of Law*.

Academic Concession	Academic Accommodation	Accommodation of Religious Observance
Academic Concessions provide flexibility to students who face an inability to complete course requirements due to unexpected and unavoidable circumstances or conflicting responsibilities.	Accommodations reduce barriers and provide different ways of meeting essential course or program requirements. Barriers may be established as long-term and/or chronic. To access academic accommodations, a student must register with the Centre for Accessible Learning .	Observance of holy days may conflict with the academic requirements of a course or program. Students may request, with reasonable notice, an accommodation from their instructors. See Accommodation of Religious Observance .

3. I am a Student Registered with CAL. Should I Request Accommodation or an Academic Concession?

Academic accommodations and concessions are provided under different university policies and different rules apply. It is important that you identify which type of request to make.

You should request academic accommodation if the completion of your course requirements may be affected due to a long-term or chronic condition for which you are registered with CAL.

You should request an academic concession if the completion of your course requirements is affected due to unexpected and unavoidable circumstances or conflicting responsibilities.

For example, if you are registered with CAL based on a mental health diagnosis and are unable to complete an assignment by the due date due to being sick with the flu, you should request an academic concession. If your approved accommodation includes time extensions and you have been unable to complete an assignment due to your mental health, then you should make an accommodation request.

4. Centralization of Accommodation and Concession Support in the Law Faculty

Law Academic Services (the front office) provides centralized support for several different types of CAL accommodation. This means, instead of contacting your course instructors for most of your accommodation needs, your primary contact will be Law Academic Services staff.

This centralization of academic accommodation and concessions is in place for three main reasons:

- i. Faculty of Law anonymous grading policy and the use of codenames: To protect student anonymity in the grading process, assignments and exams worth more than 10% are graded under codename. For this reason, Law Academic Services manages the exam process, including exam accommodation and academic concessions for all students. Where assignments are graded under codename, students requesting extensions directly from their instructors would lose their anonymity in the grading process. For this reason, students must contact Law Academic Services instead.
- ii. Minimizing the impact on students of having to make multiple requests: Students can contact Law Academic Services for any requests or questions they may have regarding accommodation or concessions. For example, students who become ill during a final exam period contact Law Academic

Services, rather than contacting each of their instructors individually. This reduces the burden on students to make multiple requests and disclosures.

- iii. Ensuring consistency and fairness: Central administration of accommodation or concessions allows the Faculty to take a consistent, fair and equitable approach for all students.

5. Differentiated Roles and Responsibilities

The Faculty of Law's centralized administration of CAL accommodation has sometimes led to misunderstandings and miscommunications because accommodation is administered slightly differently from other Faculties. One of the goals of this guide is to clarify roles and responsibilities so that everyone understands how accommodation is implemented at the Faculty of Law.

The Role of the Centre for Accessible Learning

The CAL Advisor's Role

There are currently 7 CAL Advisors, most specializing in a specific area of support.

CAL advisors assess students' medical documentation and, with the student, develops an academic accommodation plan. These are then communicated in students' CAL accommodation letters. Students wishing to clarify or modify any of these accommodations should contact their CAL advisor.

CAL Exam

CAL invigilates some in-person exams for students with accommodation. This process is described in detail below.

CAL Full-Serve Notetaking Program

If you have peer notetaking accommodation, the [full-serve notetaking program](#) is a convenient, confidential way to receive supplemental lecture notes from a notetaker. You may be eligible for [funding](#) to cover the cost of notetaking and you should speak with your CAL advisor about funding. If you are not eligible for funding, contact Deb Kennedy, Financial Aid and Admissions Officer (lawfao@uvic.ca) regarding the Faculty of Law Diversity Access Grant.

The Law Academic Services Role

Law Academic Services staff will receive a copy of your accommodation letter when you share your letter with your course instructors.

If your accommodation includes adaptive technology, Yvonne Lawson in Academic Services will work with you and your instructor to implement this accommodation in the classroom.

Law Academic Services ensures that extra-time accommodation is automatically applied to online and in-person exams where applicable (remember to release your accommodation letter prior to the deadline).

You may contact Fran Blake, Coordinator, Academic Administration, lawcaa@uvic.ca to request exam deferrals and assignment extensions based on your CAL accommodation.

If you aren't sure who to contact about an accommodation issue at the Faculty of Law, please email law.studentservices@uvic.ca and your request will be routed to the appropriate person.

The Course Instructor's Role

The course instructor works with CAL registered students and Law Academic Services to implement classroom supports (for example, using adaptive technology in the classroom such as specialized mics for transcription). Instructors will also work with students for accommodations for course work that is not under codename (e. g. presentations, moots, group exercises, attendance/participation). Students can speak to their instructors directly about accommodation for any coursework that is not submitted under codename.

The Amicus Team's Role

The Amicus Team has a general student support role. There is an intersection between the Amicus Team and the Law Academic Services Office but requests relating to academic accommodation or academic concessions should be directed to Law Academic Services.

6. Share your CAL Accommodation Letters: Start of Each Term

It is important that you login to CAL online to release your CAL accommodation letters for all registered courses at the start of every academic term. If you are in 1L, you must release your letter for full-year courses in August/September and then again in January (please wait until January to release your spring letters). Sharing your letters early ensures your accommodations are applied in your courses. Your accommodation letter will be sent to your course instructors and Law Academic Services staff.

[Instructions on how to share your accommodation letter](#) are on the CAL website.

7. Types of Accommodation

A) Classroom Accommodation

If your CAL letter includes classroom accommodation, it may more commonly involve your course instructor than Law Academic Services staff. Below are clarifications on some of the classroom accommodations that might be included in your letter. These accommodations are available only if they are part of your CAL accommodation plan and are included in your letter.

- i. Provision of class-notes: There are two different ways to arrange for the provision of class notes. The first one is to request a peer note-taker in the class through the instructor. A peer notetaker supplements a student's own notetaking and allows them to fill in information they miss. For example, a student may not be able to hear the instructor clearly, may lose focus, or may not be able to use their hands for extended periods. Full details for the peer note-taker accommodation can be found on the [CAL website](#). The second option is CAL's [full-serve notetaking program](#). There are fees associated with this option. You may be eligible for [funding](#) to cover the cost of notetaking. Contact your CAL advisor about this. If notetaking is a part of your accommodation plan, you can decide which option you would like to have in place. The Academic Services team in the Faculty of Law is not involved in the notetaking program.
- ii. Audio-recording of lectures: If this is included, you are still expected to attend class and you may discreetly audio-record the lecture using your own recording device. You may leave an unobtrusive recording device, like a phone, at the front of the class during the lecture, or keep

the device with you at your seat. You must keep the recording strictly to yourself. If you miss a class due to illness or other circumstances, we recommend that you borrow notes from a classmate. This audio-recording accommodation does not include asking your course instructor, Law staff, note-takers or classmates to record the lecture for you in your absence. It also does not allow for requests to your instructor to live stream or record the lecture on zoom. Law classes are not usually recorded, and course instructors are not required to produce recordings for students with this approved accommodation.

- iii. May miss class on occasion: If this is included, it means that with instructor's permission (for reasons of accommodation), you may on occasion miss classes that have an attendance component and not be penalized in grading or be required to do a make-up assignment. The spirit of this accommodation is that you should not be penalized for absences due to a disability or chronic health-related functional impact. Contact your course instructor if you need to miss a class for reasons related to your CAL accommodation. If you are experiencing severe ongoing impacts and anticipate missing classes for an extended duration in more than one course, please contact Law Academic Services for support.
- iv. Adaptive Technology: If your accommodation includes adaptive technology, priority seating in the classroom or other accommodations related to the classroom, contact Yvonne Lawson in Academic Services if you have questions or to discuss arrangements. Law Academic Services will work with you and your instructor to implement this accommodation in the classroom.

B) Test and Exam Accommodation

Law Academic Services administers Faculty of Law online and in-person exams, which are written under codename to ensure anonymous grading.

It is important that you share your CAL Accommodation letter early in the term, to ensure Law Academic Services is alerted of your accommodation and to ensure you are booked for any in-person exams at CAL or with the Office of the Registrar and Enrolment Management (OREM).

Please contact Law Academic Services if you have any questions about exams or the administration of your accommodated exam. ***Do not contact your course instructor directly, as it will impact our anonymous grading policy.***

If extra-time accommodation is included on your CAL letter, it applies in different ways to different exam formats.

There are four main exam formats used by Law instructors. Below is the list of the four main formats, and information about how extra-time accommodation is applied:

- i. In-person invigilated exam, usually written using Exam4 software
- ii. 4-hour or less take-home exams administered via Brightspace
- iii. 6 to 8-hour take-home exams administered via Brightspace
- iv. Multi-day (usually 48-72 hours) take-home exams administered via Brightspace

Below is information about how these four formats of exams are administered, and how extra-time accommodation is applied in each case.

i. **In-person, Exam4 software exams**

Students with extra-time accommodation will have it applied automatically to in-person exams. An exam writing space will automatically be booked for you providing you release your accommodation letter prior to the deadline. Unless otherwise specified in your letter, you will be writing your exams in a shared space, usually in a designated open carrel.

In the weeks before your exam, you will receive information from Law Academic Services regarding downloading the latest version of the Exam4 software. It is important that you download the software as soon as it's available, and you practice using the software. Before your exam day, you should learn how to login to Exam4, navigate the exam file and submit the exam electronically. If you have questions about the software, contact Law Academic Services well before your exam day. The staff at CAL don't have regular experience using the software so it's important that you feel comfortable with the process before your exam day.

On your exam day, arrive at your designated exam location at least 20 minutes prior to the scheduled start time. As soon as you're in your assigned seat, set up your laptop and exam materials, and login to Exam4 using your codename. Run the security check. Ensure your laptop battery is fully charged and find an outlet to plug-in if your laptop battery does not hold a long charge. Be ready to begin at the scheduled start time. If you're not ready, or you're late for your exam it could impact your total exam time. The exam questions will be provided to you in hard copy, not electronically. You must write your codename on the exam questions and return the print exam questions to the invigilator at the end of your exam time.

CAL will generally supply scrap paper; however, if you're writing an open-book exam, we recommend you bring your own scrap paper if it's something you rely on.

If you have the accommodation of writing your exam in a distraction reduced environment and want to use noise cancelling aids, it is important to note the following:

- **Headphones and ear buds with connectivity are STRICTLY PROHIBITED from the exam room.**
- **Standard noise-reduction equipment such as foam ear plugs, noise-cancelling earmuffs, or other device without connectivity are permitted, however students should remain aware of their surroundings and be on alert for any announcements made by the exam room invigilator.**

Watch your time carefully. If you'd like to run spell check, it must be done during your exam time, not after time is called. At the end of your exam, save your exam file and submit it electronically. If you have any issues with exam submittal advise the CAL/OREM invigilator. They can contact Law Academic Services staff for assistance. Write your codename on your exam questions and give them to the invigilator before you leave the exam room.

If you have a question during the exam, ask your CAL/OREM invigilator for help. Your invigilator can contact Law staff during the exam. Also, we will convey any time-sensitive exam notifications to CAL if needed.

Extra-time Calculation for In-Person Exam:

Example: A student has an extra-time accommodation of Time + 50% extra (30 min/hr). On a 3-hour exam they will have 4-hours and 30 minutes accommodated exam time.

Note that when exams have compulsory reading periods, the **extra time is applied proportionally to the reading period**. For example, if your extra-time accommodation is Time + 50% extra, and the exam is 3 hours *including* a 30-minute reading period, the accommodated time is calculated as 4 hours and 30 minutes *including* a 45-minute reading period. During the reading period you may read, review any permitted materials and take notes but you may not type your answers until the reading period has ended.

ii. **Take-home exams of 4 hours or less administered via Brightspace**

Students with extra-time accommodation will have it applied to take-home exams of 4 hours or less. These exams will be administered via Brightspace Assignment. Law Academic Services staff will apply your extra-time accommodation automatically to your allocated time in Brightspace.

Take-home exams are not written at CAL and CAL does not have capacity to accommodate student requests for space for take-home exams. You may write these exams remotely or find a seat in a UVic Library.

Extra-Time Calculation

Below is how the exam time will be indicated on the first page of the exam cover page instructions:

Regular Exam Time: 3-hour exam

Exam Download Opens:	8:50 am
Exam Begins:	9:00 am (3 hours)
Exam Ends:	12:00 noon
Admin Time Begins:	12:00 noon (10 minutes to ensure correct upload of your exam)
Admin Time Ends:	12:10 pm
Late Penalty Begins:	12:11 pm (late penalty applied and enforced)

Time for exam completion: 3 hours (180 minutes) working time, plus 10 minutes exam download admin time and 10 minutes exam upload admin time.

Accommodated Exam Time Calculation: Example: Time + 50% extra for a 3 hour exam = 4 hours 30 minutes accommodated time

Accommodated Exam Time for a 3 hour exam: 4 hours 30 minutes

Exam Download Opens:	8:50 am
Exam Begins:	9:00 am (total accommodated time 4.5 hours)
Exam Ends:	1:30 pm
Admin Time Begins:	1:30 pm (10 minutes to ensure correct upload of your exam)
Admin Time Ends:	1:40 pm
Late Penalty Begins:	1:41 pm (late penalty applied and enforced)

Time for accommodated exam completion: 4 hours 30 minutes (270 minutes) working time, plus 10 minutes exam download admin time and 10 minutes exam upload admin time.

iii. **Take-home exams of 8 hours or less**

Students with extra-time accommodation will have it applied to take-home exams of 8-hours or less. These exams will be administered via Brightspace assignment. Law Academic Services staff will apply your extra-time accommodation automatically to your allocated time in Brightspace.

Take-home exams are not written at CAL and CAL does not have capacity to accommodate student requests for space for take-home exams. You may write these exams remotely or find a seat in a UVic Library.

Extra-time Calculation:

Below is how the exam time will be indicated on the first page of the exam cover page instructions:

Regular Exam Time: 8 hour exam

Exam Begins:	8:00 am (8 hour exam)
Exam Ends:	4:00 pm
Admin Time Begins:	4:00 pm (30 minutes to ensure correct upload of your exam answers)
Admin Time Ends:	4:30 pm
Late Penalty Begins:	4:31 pm (late penalty applied and enforced)

Time for exam completion: 8 hours working time, plus 30 minutes administrative time to ensure your exam is correctly uploaded.

Accommodated Exam Time Calculation: Example: Time + 50% extra for an 8 hour exam = 12 hours accommodated time

Accommodated Exam Time for an 8 hour exam: 12 hours

Exam Begins:	8:00 am (total accommodated time 12 hours)
Exam Ends:	8:00 pm
Admin Time Begins:	8:00 pm (30 minutes to ensure correct upload of your exam)
Admin Time Ends:	8:30 pm
Late Penalty Begins:	8:31 pm (late penalty applied and enforced)

Time for accommodated exam completion: 12 hours working time, plus 30 minutes administrative time to ensure your exam is correctly uploaded.

iv. **Multi-day take-home exam:**

Extra-time exam accommodation does not apply to multi-day take-home exams. These exams will be administered via Brightspace assignment in the regular time, usually 48-72 hours. Exam instructions will often provide a suggested working time for your take-home, such as 3-6 hours but students are given multiple days to complete the exam at their own pace while dealing with other things happening in their lives. The universal design of these exams allows students to schedule exam writing time at their convenience during the take-home period.

C) Assignment and Other Accommodation

May request extensions: If this accommodation is included in your letter, please read the text of the letter carefully. The intent is that you negotiate a revised deadline in advance. This is not a blanket extension of all work. If you need to request an extension on an assignment that is due under codename, please contact Fran Blake in Law Academic Services. This will ensure that your anonymity in the grading process is maintained.

If the assignment is due under your real name, you may contact your course instructor or Law Academic Services. Overdue assignments are generally subject to a late penalty unless you have received an approved extension due to your CAL accommodation, or you have received an academic concession due to extenuating circumstances. Please see the separate *Guide to Academic Concessions at the Faculty of Law*.

8. When to Contact your Instructor regarding Academic Accommodation

For course requirements that are not being completed under codename, you may seek an academic accommodation directly from your instructor.

For example, if you are not able to submit course work (an assignment, paper, blog post) on the scheduled due date or make a presentation on your assigned day, you can speak to your instructor to request an extension or to reschedule. For classes with mandatory attendance or participation requirements, you can speak with your instructor about being excused from a class and/or completing a make-up assignment for a missed class.

Please note that if you are uncomfortable raising an academic accommodation request directly with your instructor, for example, because of sensitivity of the circumstances, you may always make your request through Law Academic Services. This may be preferable where the circumstances require arrangements to be made in multiple classes and where you do not want to have to disclose information to multiple instructors.

9. How to Request Accommodation for an Assignment or Exam under Codename

As noted above, if you require an extension for course work that is not submitted under codename, you may request the extension from your instructor directly.

If you require an extension for course work or an extension/deferral of an exam that is **submitted under codename**, the request must be made to Fran Blake, Coordinator, Academic Administration (lawcaa@uvic.ca) to preserve your anonymity.

When submitting a written request for accommodation, please include the following details:

- Your full name and UVic student number.
- Course and sections (e.g., "LAW 301-1 or LAW 109 A02").
- Explain your approved accommodation and your circumstances in as much detail as you feel is necessary, but only within your comfort level. If you are seeking an extension, you should explain how much of the work you have completed and what a reasonable extension would be given your circumstances. **You don't need to share any information that is sensitive, confidential or that may make you feel uncomfortable.**

- Extension request.
 - Explain what you are requesting with proposed dates/times to complete the course work.
- Please see an example request in the appendix.

10. When Will I Hear Back about my Request?

Law Academic Services will provide a response to your request within 48 hours. If you make your request on a Friday or during the weekend, you will hear back on Monday. The Law Academic Services office is not staffed on weekends or outside of regular business hours (Monday to Friday, 8:30am-4:30 pm).

If your request is with respect to an online exam or assignment you are in the process of writing, you can expect to hear back very quickly, during business hours. If you have not heard back within two hours, please call Fran Blake directly at 250-472-4793. If she is not available, please call 250-721-8152 for assistance.

If your request is outside of regular office hours and relates to an online exam, please consult the exam instructions.

11. Seeking a Reconsideration

If you have not received a response to your request within 48 hours, please forward your request to the Associate Dean, Academic and Student Relations (lawassoc@uvic.ca).

You may seek to have a decision with respect to your request for an academic accommodation reconsidered. You should provide reasons with your request for reconsideration and submit the request to the Associate Dean, Academic and Student Relations (lawassoc@uvic.ca). Reconsideration decisions will be made within 48 hours.

12. Who Will Have Access to my Personal Information?

Fran Blake, Coordinator, Academic Administration (lawcaa@uvic.ca), administers all academic accommodation requests. She regularly consults with Yvonne Lawson, Associate Director, Academic Services and Andrew Newcombe, Associate Dean, Academic and Student Relations, on academic accommodation requests. All three have access to your request.

Law Academic Services staff have access to student communications on a need-to-know basis. Other law faculty staff may be consulted with respect to an academic accommodation request if necessary. Your instructor may be consulted to obtain information about the type of academic accommodation that can be granted in light of the course requirements. Your instructor will be informed when an accommodation has been granted but will not be informed of the reasons for your request unless you have agreed to disclosure.

13. Supports

There are a range of supports available to you at UVic. Please see the supports and resources available through UVic Law's [Amicus Program](#), the [Student Wellness Centre](#) and [Indigenous Academic & Community Engagement](#).

In addition, students can seek assistance through the [UVic's Office of the Ombudsperson](#) and [Equity & Human Rights](#). Indigenous students can also seek support from a support coordinator with [Indigenous Academic & Community Engagement](#).

For a more extensive listing of supports and resources, please see the *Guide to Wellness Resources and Supports for Students at the Faculty of Law*.

14. Questions?

For questions about accommodation that may include requests for exam deferrals or assignment extension, contact:

Fran Blake, Coordinator, Academic Administration, lawcaa@uvic.ca

This guide will be updated to reflect current practice and guidelines.

Last updated: March 28, 2025

Appendix – Sample Request

Example of Submitting a Request for an Exam Deferral:

**Please remember in the subject line of your email to include the following: V#, your name, accommodation request, course*

Hi Fran,

I am a CAL registered student with an accommodation for **[insert accommodation type here, for example: assignment extension/extra exam time]**. I need to access this accommodation due to **explain your circumstances in as much detail as you feel is necessary but only within your personal comfort to disclose. You do not need to share any information that is sensitive, confidential or that may make you feel uncomfortable.**

I would like to request **[insert additional time of xx days/hrs, a deferral, etc., needed]** for LAW XXX, the original due date is **dd/mm/yy**.

My codename is **XXXXXXXXXXXXX**.

Thanks,

Name