



# Accommodated Testing/ Examination Procedures Info for Instructors

Centre for Accessible Learning

University of Victoria

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## CAL Exam Centre Hours and Contact

8 am to 10 pm Monday to Friday

8 am to 10 pm Saturdays (during final exam periods, or for regularly scheduled Saturday classes, only)

Janis Stewart, Exam Coordinator – [jstewart@uvic.ca](mailto:jstewart@uvic.ca); [calexam@uvic.ca](mailto:calexam@uvic.ca)

Rose Babcock, Exam Coordinator – [calexam@uvic.ca](mailto:calexam@uvic.ca)

Exam office phone: 250-472-4087

Front desk/exam supervisors: 250-472-4947

## About the CAL

As a unit within the Division of Student Affairs, the Centre for Accessible Learning (CAL) is responsible for providing institutional leadership in the delivery of a comprehensive student-focused accessible learning model and delivers training and education to further the University's commitment to provide equal access to all academic programs. CAL provides advice and consultation on the University's legal and regulatory compliance with the BC Human Rights Code, the Ministry of Advanced Education, and University policy and procedures. Keeping current with best professional practices, standards, and research, CAL facilitates equal access to all university academic opportunities. CAL's work is designed and guided by theories and knowledge of universally designed instruction, student learning and development, CAS Standards, and reflects developmental and demographic profiles while remaining responsive to relevant campus stakeholders. CAL is a core academic support unit for both students and faculty and contributes to the recruitment and retention of students as well as their academic and personal success.

## Accommodated Testing/Exam Information for Instructors

To be eligible to write quizzes, tests, and exams with accommodations coordinated by the CAL Exam Centre, a student must have a documented disability and be registered with the CAL.

It is the mandate of the CAL to assess which academic accommodations, if any, are required based on the student's diagnosis, medical documentation and functional limits.

All members of the university community share the responsibility to promote equality, remove barriers, and create a respectful and inclusive learning environment. An inclusive learning environment may require the provision of suitable individual academic accommodation for persons with disabilities and the University has a legal duty to accommodate students' needs to the point of undue hardship. Undue hardship is the test of reasonable accommodation. What constitutes undue hardship will vary according to the unique circumstances of each situation. For more information please refer to the Policy on Academic Accommodation and Access for Students with Disabilities (AC1205).

## The Process

### Accommodation letters:

Each time a student in your course registers for academic accommodations, you will receive a letter of accommodation notification by email. This letter outlines the specific accommodation needs of your student. Please read this letter carefully and contact the student's advisor if you have any questions.

### Exam accommodations:

Some examples of testing accommodations are extra reading/writing time, a distraction-reduced environment, the use of a word processor\*, assistive technology, etc.

If testing accommodations are required, it is your student's responsibility to book exams (quizzes, mid-terms, and final exams, as well as timed in-class assignments) by the CAL deadlines.

If your student does not book by the deadline and no extenuating circumstances are present, they will be instructed to write with the class.

Students write exams at the same time that your class is writing unless alternate arrangements have been negotiated in advance and approved by you. If your student needs to schedule the exam at a different time or date from the class, CAL will require written confirmation of the new date and time from you.

*\*A note about the use of word processors:* CAL computers are password-protected. Internet capabilities are disabled unless required.

### Exam arrangements and your role:

The CAL coordinates over 11,000 exams per academic year for all faculties on campus. To maintain the accuracy and integrity of the exam process, you are required to provide instructions regarding the proper administration of your exams.

Once your student books an exam in a course through the CAL Clockwork exam booking system, the arrangement becomes viewable (and editable) to you on the 'Online Instructor Services' area of the system, here:

<https://www.uvic.ca/services/cal/onlineservices/instructor/index.php>

You can expect to receive one or both of the following emails, regarding the exam arrangement:

- **13 days** (6 days in summer session) prior to a scheduled exam, you will receive an email including course information and the names of the students scheduled to write at CAL. It will ask you to provide the following **exam details** to ensure we have plenty of time to make seating and staffing arrangements:
  - Date of exam
  - Start time of exam
  - Regular end time of exam
  - Allowances (i.e. calculator, books, notes, etc.)
  - Required answer material
  - Printing preferences
  - Listening portion (music or language exams)
  - Delivery/return method
  
- **4 days** (2 days in summer session) prior to the exam, you will receive a second email, if either your **exam details** or the **test/exam** itself is still missing.

It is your responsibility to ensure that the CAL Exam Centre has the correct test/exam when required. If the CAL does not have the test/exam by the time the students are scheduled to start, they may be sent to the class to write and you will be responsible for providing the appropriate accommodation.

The CAL Exam Centre may not be able to accommodate certain exams (i.e. lab exams that require specific material or software). Please contact us as early as possible if you have any questions about your exam.

#### During the exam:

If you come across an error on the exam in the classroom, please don't forget to let CAL know so we can provide this information to your students as soon as possible.

Students are advised that if they are unclear about a question, and if you cannot be contacted, they should note their concern on the test paper, and answer based on their interpretation of the question.

#### Rescheduling exams:

In the event that your student misses a scheduled test/exam at CAL due to illness, etc., and you approve a make-up exam, please forward written authorization to the exam coordinator who will schedule your student at the earliest available time slot.

## Online Exams

Students who require an accommodation of extra time for testing will also require additional time for online testing. If you are not sure how to add extra time to your online tests, please visit this link: <http://coursespaces.uvic.ca/help/faculty/teaching/manage-quiz/extend.php>

If you are still encountering any issues putting these accommodations in place, please contact us.

If the online test will be written at the CAL, please confirm with us that you have extended each students' session to reflect their individual time accommodation.

## Digital Media for Accommodated Exams

In order to ensure that students registered at CAL are able to access digital audio and video content for their accommodated exams, it is recommended that you adhere to the following guidelines:

- When submitting media content to accompany exams written at CAL, please attach specific playback instructions. These include the name(s) of the file(s) or track(s) to be played, the number of times that the content should be repeated, as well as the interval for repetitions.
- For digital audio content the .MP3 file format is strongly recommended, as it is the most widely-accepted digital audio standard. This file format allows for smaller file sizes, while maintaining adequate sound quality.
- All .MP3 files should be included with your exams. These can be provided on an appropriately-formatted USB drive in the exam envelope, or as a file attachment along with the emailed exam, or uploaded to the Clockwork system with the exam.
- The only other recommended media format for audio content for exams is that of standard Audio CDs.
- Links to Internet media, such as YouTube videos, should be provided as early as possible to the Exam Coordinator, so that they can be verified.

**Note:** Microsoft Windows is the standard platform used at the CAL Exam Centre. Please do not send any Apple-only files (i.e. files prepared by Pages, Keynote, or .mov files).