THE ACCOMMODATED EXAM PROCESS
A Faculty Checklist

FACULTY PLAY A KEY ROLE IN ENSURING THAT THE ACCOMMODATED EXAM SERVICE GOES SMOOTHLY FOR YOUR STUDENTS AND YOURSELVES. HERE IS WHAT YOU NEED TO KNOW:

STEP 1: THE EXAM SEATING HAS BEEN APPROVED

Once the Exam Scheduler has approved an exam seating, you will receive an email and be able to see the booking on Accommodate.

STEP 2: READ & RESPOND TO BOOKING APPROVAL EMAIL

All information in the booking approval email was provided by the student.

You MUST review it for accuracy and correct any inaccuracy. Otherwise, what the student submitted will be assumed to be true.

STEP 3: SUBMIT THE EXAM

There are 3 submission options:

1) Accommodate (preferred method)
2) email
3) deliver hardcopy in person to Y201 and complete a *submission form*

Make sure to indicate additional materials required or permitted (e.g., the type of Scantron, what is included in open book, D2L).

IF YOU HAVE ISSUES WITH ACCOMMODATE

- Watch this video
- Review the Faculty Accommodate Handbook
- Contact Access & Inclusion Services (accessibility@mtroyal.ca or 403-440-6868)

REMINDER EMAILS

You can submit the exam as soon as the seating request has been approved.

If the exam has not been submitted, reminder emails will begin 2 days before the exam date (or 7 days before for Final Exams)

Reminders will stop once the Exam Facilitator has received the exam.

DEADLINES

Exams are due in final version a minimum of 2 business days before exam date. We must be informed if it is a D2L exam.

Any changes requested with less than 2 business days notice may result in the student needing to write on another date or time.

Each semester, the Exam Scheduler and Exam Facilitator process thousands of exams. To keep things running smoothly, these steps are essential.