

ACCESS AND INCLUSION SERVICES ACCOMMODATED EXAM INFORMATION DURING COVID - 19

**The exam centre in Y201 will be closed.
This applies to online and in person classes.**



This is a quick overview about exam accommodations only. You are encouraged to look at the relevant Faculty Handbook here (In-Person Delivery or Virtual Delivery) for more detailed information about accommodations in the online learning and exam environment.

WHAT DOES THIS MEAN FOR MRU FACULTY?

Faculty members are responsible for applying exam accommodations to quizzes, tests, midterms, and final exams. Typically, Access and Inclusion Services provides these services on your behalf. Until the exam centre reopens, you are required to provide the accommodations your students need. This includes courses that have in class components. Faculty teaching courses on campus are also responsible for accommodating students while physically on campus.

WHY DO FACULTY HAVE TO DO THIS?

Academic Accommodations are a Human Rights issue and are governed by Alberta legislation. Access and Inclusion Services is usually the broker of the exam accommodation service on behalf of faculty. Since the exam centre is closed, faculty are responsible for providing the exam accommodations.

HOW WILL FACULTY KNOW WHAT EXAM ACCOMMODATIONS A STUDENT NEEDS?

All students who are registered with Access and Inclusion Services, and want to access their accommodations, must email their Accommodation Letter to their instructors as early in the semester as possible. This letter will list the accommodations the student has.

Faculty are encouraged to communicate with the student about how their accommodations will work with the design of the course. It is important to clarify how much time the student will be given for their exam. If you are using universal design principles, and providing additional time for all students, an accommodated student would not get more time than their accommodation states.

If you have questions about a particular accommodation, you are invited to contact the Access Advisor whose name and email is on the letter. If you are emailing the Access Advisor, please include the student's name to get a tailored reply for the specific situation you are asking about.

HOW DO FACULTY MANAGE AN EXTRA TIME ACCOMMODATION?

If you have decided to have exams through Blackboard you can change the time settings for unique students. The following link provides some instructions: <https://youtu.be/D7s8NxVWyy8>

If you teach a class on campus and are having in class exams, you are responsible for invigilating the student and ensuring accommodations are provided.



WHAT IF THERE ARE EXAM ACCOMMODATIONS THAT REQUIRE THE USE OF ASSISTIVE TECHNOLOGY?

It is the student's responsibility to ensure that they have access to the assistive technology they require. If they indicate they are having difficulty with this, please direct them to contact their Assistive Technology Advisor at Access and Inclusion Services.

If the exam takes place in the classroom, the student must still have access to the technology stated in their accommodation letter.



WHAT IF A STUDENT PROVIDES THEIR ACCOMMODATION LETTER TO THE FACULTY MEMBER IN SHORT NOTICE OF AN UPCOMING EXAM?

Students will be instructed to send a copy of their Accommodation Letter to their Faculty members as soon as possible, and at least 5 business days in advance of a quiz, test, midterm, or final exam. The Faculty member may apply the student's exam accommodations (e.g., extra time) to an upcoming exam with less than 5 business days' notice at their own discretion. Last-minute requests for exam accommodations (e.g., the day before) are not considered reasonable.

WHAT IF A FACULTY MEMBER HAS GENERAL INQUIRIES AND/OR QUESTIONS ABOUT CURRENT PROCESSES AND PROCEDURES?

Faculty members are encouraged to send their questions to the main Access and Inclusions Services email at accessibility@mtroyal.ca.