

GLENDON CAMPUS YORK UNIVERSITY

ALTERNATE EXAMS AND TESTS

Glendon Accessibility Services and Student Services work in partnership to support alternate exam/test accommodation services for students with disabilities.

This package outlines student guidelines, policies and procedures, and includes

- Alternate Exam/Test Agreement Form

The information in this package can be found at the following link:

<http://www.glendon.yorku.ca/counselling/alternate-exams-and-tests/>

CONTACT INFORMATION

For scheduling alternate exams and tests, contact the Coordinator of Alternate Exams/Tests:

Patricia Cassan
Student Services
C133 York Hall
416 736-2100 ext. 88179
patriciacassan@glendon.yorku.ca

For questions relating to academic exam/test accommodation, contact:

Sylvie Aubin
Accessibility Counsellor
Accessibility, Well-Being and Counselling
Glendon Hall, 111A
416 487-6709
aubinsyl@glendon.yorku.ca

The Alternate Exam Centre is located in A Wing – room A106.



Request an Alternate Exam

- 1. Register with the Accessibility Counsellor at the Accessibility, Well-Being and Counselling (AWC) Center.** Whether you are a new or continuing student, you need to be currently registered with the accessibility services to access alternative exam/test scheduling services.
- 2. Review the alternate exam/test scheduling procedures.** Before we can begin scheduling your alternate exam/test requests, you need to sign the Alternate Exam/test Agreement form and return it to the accessibility counsellor
- 3. Connect with your course directors.** You are encouraged to set up a time in the first few weeks of class to discuss your academic accommodation needs with your course directors. Check your course outlines as soon as you receive them for a list of upcoming test/exam dates.
- 4. Submit** your alternate exam/test request online. **It is the student responsibility to submit their request at least 3 weeks in advance of the scheduled dates.**
- 5. Review** your request history before logging off to ensure accuracy of all tests details.
- 6. Check** your alternate exam or test booking information online one (1) week prior to the scheduled date. Report any discrepancies to the Alternate Exam and text office **immediately**.
7. Changes might occur after a booking has been posted online. Please ensure you check online regularly for updates.
8. Review the [Policies and Procedures](#) for writing your alternate exam/test.
- 9. Activate your library ACAD lab account** in case your alternate exam/test needs to be printed on a printer in one of the student computer labs on campus.

EXAM / TEST POLICIES AND PROCEDURES

All exams and tests will be administered according to the Senate Policy on Invigilation of Examinations. Students are required to abide by the Senate Policy on Academic Honesty and comply with the following policies and procedures. The details of the Senate policies can be viewed on the [Policies, Procedures and Regulations](#) section of the York University Secretariat website.

Arrival

- **Arrive at least 15 minutes prior to the scheduled start time.** If you arrive more than 30 minutes late, you may not be allowed to take the exam/test at the scheduled time. Unavoidable delays are to be discussed with the invigilator. Your scheduled exam/test time will not be extended to make up for late arrival.
- **Check in with the invigilator** by presenting your YU-Card.
- All personal belongings are to be left in areas designated by the invigilator. Under no circumstances are these items to be taken into the exam/test room. The Registrar's Office, Counselling & Disability Services and invigilators are not responsible for your personal property.
- **Confirm your start and finish time** with the invigilator and whether you want to be advised of the remaining exam/test time.

Exam/Test Aids

- **Electronic and telecommunications devices are not allowed in the exam/test room.** This includes cellular phones, pagers, MP3 players, programmable or graphing calculators, programmable pens, personal assistant devices, personal computers etc.
- You may bring in prior-approved non-programmable calculators, pens, pencils, erasers, correction fluid, non-programmable clock/watch etc. The invigilator may ask to check items brought into the exam/test room.
- Approval by your course instructor is required in order to use prepared notes such as crib/cue sheets, word lists or memory aids. Permission must be obtained prior to the exam/test date.
- **Books will not be allowed in the exam/test room** unless specified by your course instructor.
- Approval by your course instructor is required to access a dictionary, thesaurus or other word guide (in electronic or print formats). Permission must be obtained prior to the exam/test date.

Computer Use

- The use of Microsoft Word or an approved designated adaptive software program are the only computer programs allowed. A word processing document will be opened by the invigilator prior to the start of the exam/test. *Save your work frequently during the exam/test.*
- Use of any unauthorized computer application such as an internet browser or internet research features on a word processing program is considered academic dishonesty.
- Spell checks, grammar checks and printing of exam/test pages must be completed within your scheduled time.
- Make sure that you initial each printed page of the exam/test.

Breaks

- Breaks must be taken in the exam/test area to maintain the integrity of the exam/test process. You will only be allowed to leave the premises to use the washroom facilities, and an invigilator escort will be required. Extra time is not allotted for breaks.
- The invigilator is not permitted to leave the exam/test area to purchase food, drinks etc. Food and drinks are allowed in the exam/test room for students writing for protracted periods of time.
- Smoking breaks are not allowed.

Questions

- Invigilators are not permitted to discuss exam/test questions with you. Any questions or concerns should be brought to the attention of the invigilator who will record them for your course instructor.
- You may make individual arrangements for your course instructor or teaching assistant to drop by the Exam Centre to answer or clarify questions. Ensure that you provide the details of when and where you are writing the exam/test.

Collection of Exam/Test Materials

- The invigilator will ask you to stop the exam/test at your scheduled completion time and will collect all of the exam/test materials including your notes. Question sheets must also be handed in unless it is clearly stated on the exam/test that you may keep them.
- Completed exams are delivered to the academic department. The academic department will then forward the documents to the course instructor.

Academic Honesty

- Cheating is the attempt to gain an improper advantage in an academic evaluation. Academic dishonesty can appear in many forms, such as: obtaining a copy of an exam/test or question before it is officially available; copying another person's answer to an exam/test question; consulting an unauthorized source during an exam/test; obtaining assistance by means of documentary, electronic or other aids which are not approved by the course instructor or changing the record of an exam/test result. Refer to the [Senate Policy on Academic Honesty](#).

Cancellation/No Show

- Students are expected to [cancel requests or booking for exams or tests online](#) as soon as they are aware that they will not write as requested or scheduled. Please go to :
altexams.students.yorku.ca/cancel-my-request
- It is the student's responsibility to notify the course instructor of a missed exam/test and request permission to reschedule the missed exam/test.
- If your request to reschedule an exam/test is granted, you must submit a signed Alternate Exam and Test Rescheduling Request Form to Student Client Services a minimum of five business days in advance of the rescheduled exam/test date. Please note that permission to reschedule is at the discretion of the course instructor and is not guaranteed.
- The Registrar's Office will only accept one rescheduling request for any missed exam/test. If you cancel or "do not show" to write the same exam/test for the same course twice, the Registrar's Office will not accept additional rescheduling requests for this exam/test. In this situation, please consult with your counsellor.

RESCHEDULE YOUR EXAM

To reschedule an exam or test for students currently registered with Accessibility Services, follow these steps.

1. **Contact** your course instructor for permission to reschedule the exam or test. Please note that permission to reschedule is at the discretion of the course instructor and is not guaranteed. **Scheduling is dependent on space availability.** If you have been corresponding with your course instructor by e-mail and have confirmation of their approval to reschedule, you may upload, attach or send a copy of the e-mail as an electronic signature from the course instructor.
2. If permission is granted by your instructor, **complete and submit** a signed Alternate Exam/Test Rescheduling Request Form **at least five (5) business days in advance of the rescheduled exam/test date.**
3. Review the Policies and Procedures for writing your rescheduled exam/test.

ALTERNATE EXAM / TEST AGREEMENT FORM

STUDENT NAME: _____

STUDENT NUMBER: _____

Guidelines for Alternate Exam/test Scheduling

Please review the following guidelines, sign at the bottom and return the form to your accessibility counsellor at the AWC Centre.

- Information about your exam/test accommodation needs will be provided the Coordinator of Alternate Exams/Tests by the accessibility counsellor. **The circumstances and details of the nature of your disability will not be disclosed by your accessibility counsellor or to anyone without your written consent.**
- You must submit your alternate Exam/test Online at least **three (3) weeks in advance of the scheduled date to ensure that the appropriate space, adaptive software/equipment and invigilator can be scheduled.**
- It is important that you **arrive on time for your scheduled exam/test** or you may not be allowed to take it depending on the lateness of your arrival. If you become ill or are unable to write for any other reason at the scheduled time, contact the Coordinator as soon as possible. It is the student's responsibility to contact the course director and obtain permission to reschedule the missed exam/test.
- Where possible, your exam/test will be scheduled over the same time period as your class. If your exam/test needs to be scheduled at a different time, you must obtain the signature of the course director on the request form and not discuss or disclose the contents or seek information from others in accordance with the Senate Policy on Academic Honesty. To maintain academic integrity of the exam/test, you may be asked to arrive early or stay after your scheduled time.
- Should you have concerns or issues with your exam/test scheduling or accommodations that warrant an academic review, you can access the **Faculty petitions and grades reappraisal** policies and procedures available to all students.

I have reviewed the information noted above and understand that if I do not follow these guidelines and supporting procedures, accommodation for my exams/tests **cannot be guaranteed**. I understand that if I do not sign this agreement form, alternate exams/tests cannot be scheduled by the Coordinator, and I will need to take exams/tests with my class.

Student's Signature _____ Date Signed _____

Accessibility Counsellor's Signature _____ Date Received _____