

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.

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
alternateexams@glendon.yorku.ca

For questions relating to academic exam/test accommodations, contact: **your Accessibility Counsellor/Educator.**

The Alternate Exam Centre at Glendon is located in York Hall A Wing – room A106.*



Request an Alternate Exam (Glendon)

- 1. Register with the Glendon Accessibility Services at the Accessibility, Well-being and Counselling (AWC) Centre.** Whether you are a new or continuing student, you need to be currently registered with the Glendon Accessibility Services to access alternative exam/test scheduling services.
- 2. Review the alternate exam/test scheduling procedures.** Before you begin scheduling your alternate exam/test requests, please familiarize yourself with the Alternate Exams Policies and Procedures (see Policies and Procedures in this document).
- 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 (so you know what dates/exams to submit to the Alternate Exams/Tests Centre).
- 4. Submit** all of your alternate exam/test requests 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 test office **immediately**.
7. Changes might occur after a booking has been posted online. Please ensure you check online regularly for updates.
- 8. 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.

*** If you are taking Keele campus courses (and have in-person exams) you will have to complete your alternate exams at the Keele Alternate Exam/Test Centre. Find more information here: <https://altexams.students.yorku.ca>**

Important Notice: If you do not follow the guidelines and procedures outlined in this document, accommodations for your exams/tests **cannot be guaranteed**.

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.

The details of the Senate policies can be viewed at : www.yorku.ca/secretariat/legislation/senate/index.htm.

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.

