

CAPILANO UNIVERSITY - ACCESSIBILITY SERVICES

Student Responsibilities

Notification of Accommodation Letters:

- Your Notification of Accommodation letter(s) will be sent directly to your Instructor(s) due to the Accessibility Services office operating remotely. Please follow up and arrange an appointment with your Instructor(s) to review your Notification of Accommodation letter. This will give both of you the opportunity to discuss your needs and responsibilities
- For all timed evaluations (exams, quizzes, etc.) contact your instructor(s) a minimum of 7 days prior to exam date to ensure your accommodations will be applied

Important Exam Information:

- As per the Capilano University final exam policy, Accessibility Services may bar students from writing an examination who arrive more than 30 minutes after their scheduled exam start time. The decision to allow students to write the examination in Accessibility Services is at the discretion of the invigilator
- If you are writing exams in Accessibility Services, then **YOU** are responsible for making all exam arrangements in a timely manner with Accessibility Services
- Arrange exam dates and times **NO LATER** than one week (**7 days**) before the exam date by completing the exam request form online at <https://www.capilanou.ca/student-life/support--wellness/accessibility-services/examination-request-form/>
- Come to Accessibility Services (BR284) 10 minutes prior to the start of your exam –prepared to write as planned
- **If an emergency prevents you from attending your scheduled exam time - you are responsible to notify both your instructor and Accessibility Services by phone or email**
- **If you have booked an exam in Accessibility Services and then decide to write the exam with the class instead, it is your responsibility to cancel your exam booking in Accessibility Services IN ADVANCE. In this case, please call our office at 604.983.7526**
- It is very important that you submit your exam requests online as soon as you know your exam dates.
 - 👉 **MIDTERM EXAMS: at least one week (7 days) prior to scheduled exam date**
 - 👉 **FINAL EXAMS: at least 10 business days before the first day of the final exam period. This applies to both December and April exam periods. The Final Exam Schedule is normally available one month before the final exam period starts which can be found on the Cap U website. Also the final exam schedule is posted on the Registrar's notice board and in Accessibility Services**
- Coats, jackets, hats, wallets, keys, backpacks and bags will NOT be permitted in the exam room
- Odorless and 'quiet' (no foil wrappers, etc.) food and refreshment are allowed
- Be prepared to provide your Capilano University ID Student Card for identification purposes
- Cell phones, smart watches and other electronic devices are NOT permitted in the exam room
- Bring into the exam room ONLY the material that is authorized by your instructor as indicated on the exam (e.g., notes, books, calculators, and formula sheets will not be allowed in without explicit written authorization from the instructor)
- If any unauthorized materials are found once you have entered the exam room, the exam will be halted. Accessibility Services will contact your instructor and provide a report to him/her
- Please note, if writing an exam at an alternate time/date of the class, that sharing information about the exam between students is a violation.

To book an appointment with your (primary) Accessibility Services Advisor online:

- Go to <https://www.capilanou.ca/student-life/support--wellness/accessibility-services/>
- scroll down to Already Registered with Accessibility Services?
- And click on **BOOK AN APPOINTMENT**

Accessibility Services Contact Information: 604.983.7526 or access-serv@capilanou.ca