



STUDENT RESPONSIBILITIES



ARRIVE ON TIME

Arrive at the Centre for Accessibility Services (BR284) **10 minutes before** your exam starts.

If you arrive more than **30 minutes late** after their scheduled exam time, you may be barred from writing (as per the CapU Final Exam Policy).

BOOK EARLY

You are responsible for making all exam arrangements according to deadlines. Submit the online Exam Request form at least **7 days before** the exam date.



For **final exams**, submit the online Exam Request form 10 business days before the first day of the University **Final Exam period**.



ABSENCE

Notify us if you will not be attending your exam with us due to an emergency, or if you have decided to write with your class.

You are responsible **to notify in advance** both your instructor and the Centre for Accessibility Services.



EXAM INFORMATION

ONLY materials **authorized** by your instructor are allowed in the exam room. Odorless and quiet food/drinks are also permitted.



The sharing of exam information is always a violation. This includes when students are writing exams at an alternate time/date.

Consistent with classroom expectations, you are expected to **stop writing** your exam at your accommodated end time.

Be prepared to provide your CapU or other gov't issued **picture ID**.



The following are **NOT** permitted in the exam room:

- jackets
- hats
- wallets
- keys
- bags
- backpacks
- cell phones
- smart watches
- electronic devices



If **unauthorized materials** are found once you have entered the exam room, the exam will be stopped, and your instructor will be notified.