

EXAM BOOKING CHECKLIST

- Register with Accessibility Services (AS) and use the student portal to have your accommodation letter sent to your instructor(s)/program contact(s).
- Ensure that the start time, duration, and date of the exam are correct on your booking form.
- Submit booking forms prior to the deadlines:
 - **Mid-terms and quizzes:** Forms are accepted at any time in the semester, up to **one week** prior to the scheduled exam date.
 - **Final exams:** forms are accepted up to **three weeks** before the last day of class, for exams written in the final examinations period.
- Provide your instructor/program contact with an exam envelope at least one week before the exam (or three weeks before the exam during the final exam period).
- If an alternate time is required because of illness, conflict with other courses, or overlap with AS Test Centre hours, an instructor/program contact's written approval is required if there is no overlap with the class exam start time.

IMPORTANT

1. Contact the AS Test Centre ahead of time if you need to arrange an alternate start time.
2. During the final exam period, 7:00 pm exam start times will be adjusted to ensure that students complete writing by 9:00 pm. Students will not be allowed to leave the AS Test Centre until 7:30 pm.
3. Please arrive 10 minutes prior to your exam start time. Start and stop times will be strictly followed and time lost due to late arrivals cannot be added to the end of the exam. If you arrive more than 30 minutes late, you will not be allowed to write without approval from your instructor/program contact.
4. To maintain exam integrity, students are required to stay in the AS Test Centre for 30 minutes after the class' start time.
5. Please check your myTRU email daily in case Accessibility Services needs to contact you.
6. If you have any questions about our forms or need assistance filling them out, please speak with AS Test Centre staff.

EXAM BOOKING FORM

Accessibility Services (AS) Test Centre

Regular hours: Monday – Friday, 8:00 am – 5:00 pm

Final exam period hours for April and December:

Monday – Friday, 8:00 am – 9:00 pm, and Saturday 9:00 am - 6:30 pm

All exams must be scheduled within the above hours

Name: _____ Student email: _____

TRU ID #: _____ Instructor/program contact name: _____

Instructor/program contact email address: _____

Course: _____ Exam Date:(month/day/year) _____ Exam Start Time: _____

Exam duration: _____(how long the instructor/program contact said the exam was **designed** to take)

Moodle Special software required? _____

If the following are approved accommodations, please check what is required for this exam:

Word Processor: Yes / No Speech-to-Text: Yes / No

Text-to-Speech: Yes / No

Alternate times are only permitted for illness, class conflict or overlap with AS Test Centre hours.

Alternate Date: _____ Start Time: _____

Reason for alternate date/time: _____

INSTRUCTOR/PROGRAM CONTACT: Please sign if in agreement with alternate date/time: _____

FOR AS USE ONLY: Room _____ Accommodation Letter sent AS _____ Time allowed: _____

Instructor e-mail/reminder _____ / _____ Start/end: _____

Word processor Spelling Grammar Read&Write Calculator Washroom breaks Enlarged font

Stretch/rest breaks One exam a day Scrap paper No scantron Other _____

Adjustable table Lamp Distraction-reduced environment Separate room Extra time _____

Comments: _____

Due to alternate start time student to be held to overlap with the class until: _____