



Access and Diversity
Student Development and Services
1203 – 1874 East Mall
Vancouver, BC Canada V6T 1Z1
students.ubc.ca/access

Date: November 27, 2008

Re: Information for Instructors about Exam Accommodations for Students with Disabilities

Students with disabilities requiring academic accommodations that cannot reasonably be provided by an instructor or department will be writing at the Exam Centre for Students with Disabilities coordinated by Access and Diversity. The Exam Centre will be located in the Scarfe Building during the upcoming formal exam period of Dec. 3rd to 17th.

Instructors are responsible for ensuring that a copy of the exam at is provided to Access and Diversity prior to the scheduled exam date. Exams may be e-mailed to exam.coordinator@ubc.ca, dropped off in our office at Brock Hall Room #1203 between 8:30 and 4:30, Monday to Friday or faxed to the attention of the Exam Coordinator at 604 822-6655. We urge you to provide us with the exam at least two days prior to its scheduled date and sooner if possible. Please note that any colour slides or diagrams must be provided in hard copy. If instructors wish to see a student during an exam, please contact the Exam Coordinator by calling 604-822-0952.

Access and Diversity will continue to provide exam delivery. Completed exams will be returned to the department within two business days. If instructors wish to pick up completed exams this information must be communicated prior to the exam date. These exams may be picked up on the following business day at the Access and Diversity Office in Brock Hall between 10:30 and 4:30.

Please note that to be eligible to write formal exams with Access and Diversity students were required to submit exam forms to our office, in person, by Nov. 26th. The requirement to hand in exam forms one week in advance of the start of the formal exam period is outlined in UBC Policy 73 (Academic Accommodation for Students with Disabilities) and has been in place since 1999 when the Policy was adopted by the UBC Board of Governors. During the term the policy requires students to submit exam accommodation forms at least one week prior to the scheduled examination date. In order to ensure that we are able to meet the accommodation requirements of our clients, A&D Disability Services has been enforcing the deadlines for submission of exam forms for the past year.

We are responsible for facilitating over 4,500 exams each year for approximately 1,200 clients. Although it might not appear so, administering these exams is a complex and time consuming process and we require the preparatory time in order to ensure that we are able to secure the exam from the instructor, book space, hire staff to invigilate and arrange the wide variety of disability-related exam accommodations students are eligible to receive. When we make exceptions to the deadline, we have learned that it significantly compromises our ability to manage this process with the accuracy it requires.

If you are aware of exceptional cases that require our attention or have any questions/comments, please contact me. Thank you for your cooperation. Please feel free to distribute this letter widely.

Sincerely,

Ruth Warick
Senior Diversity Advisor - Disability
604 822-6233; ruth.warick@ubc.ca