



Date: February 8, 2017

To: UBC Instructors

Re: Academic Accommodations for Jinghan (Jane) Peng (St# 53789129)
Valid to August 31, 2017

This student is registered with Access and Diversity and is eligible for academic accommodations. Decisions regarding accommodations are based on the functional impacts of the student's disability as outlined in the submitted documentation. These decisions are in keeping with the University's Policy on Academic Accommodation for Students with Disabilities (Policy #73).

At this time the student does not require academic accommodations but due to the nature of their disability or medical condition, the need may arise during the term. Should the status of the student's disability change and accommodations are required, you will be contacted by the student or by our office.

According to University Policy, students with disabilities seeking accommodations should discuss their requests with you, ideally, within the first two weeks of the term. Please ensure that the meeting takes place in a confidential setting such as your office.

We are a resource to you in the implementation of students' accommodations. We are pleased to collaborate with you and students to enhance the accessibility of their post-secondary experience. We recognize that academic accommodations do not remove the need for evaluation and the need to meet essential learning outcomes for the course or program. At the same time, unless there are academic concerns about the accommodations, Policy 73 requires that the relevant accommodations listed for this student will be provided.

If there are any concerns or questions, please contact me. For information about academic accommodations please go to <http://www.students.ubc.ca/access/disability-services/instructors-accommodating/>.

Sincerely yours,

Margot Bell, M.Ed.

Accessibility Advisor | UBC Access and Diversity
Phone 604 827-2716 | E-mail margot.bell@ubc.ca

cc. Faculty – Science



Information for Instructors about Accommodated exams

Access & Diversity facilitates over 11,000 exams each year for approximately 2,400 students. On a given day during the formal exam period, up to 220 different exams are scheduled.

Additional testing time is the most frequent exam accommodation provided. Other accommodations include distraction-reduced or private space, and use of a computer (disabled from internet access by our office).

Hours of Operation Extended for Accommodated Exams

Effective May 1, 2016, Access & Diversity is available to offer accommodated exams between 8 am to 9:30 pm weekdays and the occasional Saturday. We have extended exam hours to give our office greater capacity to provide the best environment possible for students when they write their exams. Students can expect to write their exam at, or closer to, the time scheduled for the rest of the class.

Booking

Our on-line exam reservation system enables students to book exams:

- **Final exams:** up to seven days prior to the start of the formal exam period.
- **All other exams during the term:** at least seven days prior to exam date.

You will be notified by email one week in advance of the test date with a link to the online Exam Booking System. Within 48 hours:

- Log in to review student requests and provide exam details (including allowances such as calculators).
- Choose how you would like completed exams returned to you (pick-up from our office or delivery).

Non-Standard Exams

We are committed to providing students with disabilities the same learning opportunities as other students. We recognize that methods of assessment are changing with the increase in pop quizzes, clicker tests, and group or two-stage exams. We encourage you to inform us as early as possible about these variations to standard testing to ensure that students may receive appropriate accommodations. Note: most on-line exams are handled by course coordinators.

If you have questions, please contact the student's primary accessibility advisor (listed on the reverse side) or visit www.students.ubc.ca/access.