

# **WRITING TESTS AND EXAMS WITH ACCOMMODATIONS**

# **2013-2014**

This guide is intended for use by students with documented disabilities who are registered with Accessibility Services and who write tests and exams with accommodations coordinated by Test and Exam Services on the St. George Campus. Students are responsible for familiarizing themselves with the information contained in this guide.

***Test and Exam Services  
Office of Space Management  
University of Toronto, St. George Campus***

*in Association with Accessibility Services  
University of Toronto, St. George Campus*

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## QUICK REFERENCE GUIDE

### Contacting Test and Exam Services

- **Address:** 255 McCaul Street, Exam Room 340
- **E-mail:** [te.registration@utoronto.ca](mailto:te.registration@utoronto.ca)
- **Telephone:** 416-946-8584
- **Website:** [www.osm.utoronto.ca/tes](http://www.osm.utoronto.ca/tes)
- **Online Test and Exam Registration:**  
<https://clockwork.studentlife.utoronto.ca/custom/misc/home.aspx>

### Register Online for Test and Exam Accommodations

- To request accommodations for tests and exams that are not scheduled during an exam period:
  - Register Online: <https://clockwork.studentlife.utoronto.ca/custom/misc/home.aspx>
  - The deadline to register for tests/exams that are not scheduled during an exam period is 14 days prior to the test/exam.
- To request accommodations for tests and exams that are scheduled during an exam period:
  - Register Online: <https://clockwork.studentlife.utoronto.ca/custom/misc/home.aspx>
  - The deadline to register for tests and exams that are scheduled during an exam period varies from term to term. The exam period registration deadlines are listed on page 4.

### Register In-Person or by E-mail for Test and Exam Accommodations

- If your situation falls into one of the categories of exceptions outlined on page 7, you may request accommodations for tests and exams in-person by completing a paper form or by e-mail by completing and sending a PDF form as an e-mail attachment.

### Late Requests for Accommodations

- If you miss the test registration deadline or the exam period registration deadline, you may submit a late request for accommodations in-person by completing a paper form or by e-mail by completing and sending a PDF form as an e-mail attachment.
- Please be aware that accommodations are not guaranteed to students who submit late requests for accommodations. Whether or not your late request is approved will be communicated to you by e-mail in advance of the test/exam date.

### Confirming Test/Exam Times and Locations

- You will receive an automated e-mail notification confirming your test and exam times and locations one business day prior when the test/exam date falls outside of an exam period, and two business days prior when the test/exam date falls during an exam period.

### If You Foresee an Academic Conflict

- It is your responsibility to foresee a conflict between a test/exam and another academic obligation (e.g. lecture, tutorial, lab, etc.) and inform Test and Exam Services by e-mail prior to the registration deadline for the test/exam in question.

## IMPORTANT DATES AND DEADLINES



### FALL SESSION 2013

- **September 9<sup>th</sup>:** Faculty of Arts and Science fall and year-long classes (F and Y session codes) begin.
- **October 11<sup>th</sup>:** Faculty of Arts and Science December 2013 exam period timetable is posted on the Faculty's website.
- **November 1<sup>st</sup>:** Faculty of Applied Science and Engineering December 2013 exam period timetable is posted on the Faculty's website.
- **NOVEMBER 10<sup>th</sup>: EXAM PERIOD REGISTRATION DEADLINE**  
**Sunday, November 10<sup>th</sup> is the deadline to request accommodations for all tests, make-up tests, exams and deferred exams scheduled between December 5<sup>th</sup> and December 20<sup>th</sup>.**
- **December 5<sup>th</sup>:** Fall session exam period begins.



### WINTER SESSION 2014

- **January 6<sup>th</sup>:** Faculty of Arts and Science winter classes (S session codes) begin. Year-long classes resume (Y session codes).
- **February 14<sup>th</sup>:** Faculty of Arts and Science April 2014 exam period timetable is posted on the Faculty's website.
- **February 28<sup>th</sup>:** Faculty of Applied Science and Engineering April 2014 exam period is timetable posted on the Faculty's website.
- **MARCH 12<sup>th</sup>: EXAM PERIOD REGISTRATION DEADLINE**  
**Wednesday, March 12<sup>th</sup> is the deadline to request accommodations for all tests, make-up tests, exams and deferred exams scheduled between April 9<sup>th</sup> and April 30<sup>th</sup>.**
- **April 9<sup>th</sup>:** Winter session exam period begins.



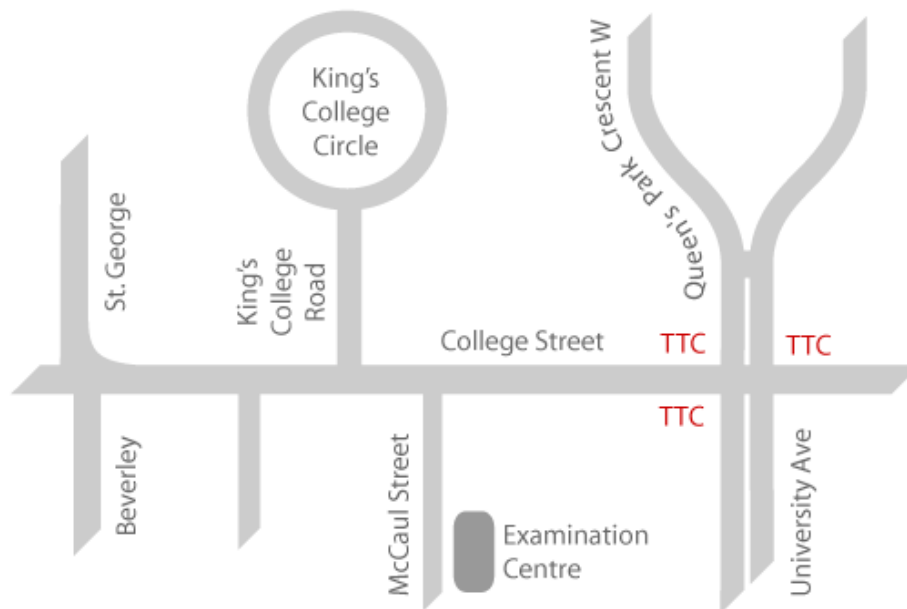
### SUMMER SESSION 2014

- The August 2014 exam period dates and exam period registration deadline will be posted on Test and Exam Services' website in May 2014: [www.osm.utoronto.ca/tes](http://www.osm.utoronto.ca/tes)

## CONTACTING TEST AND EXAM SERVICES

Test and Exam Services coordinates test/exam accommodations for students with disabilities who are registered with Accessibility Services at the University of Toronto, St. George Campus.

Students who write tests/exams with accommodations *generally* do so at the University's Examination Centre, which is at 255 McCaul Street. Test and Exam Services is located on Level 3 in Exam Room 340. Please note that during midterm and exam periods, students may be scheduled to write tests/exams with accommodations at alternate locations on the St. George Campus. The nearest accessible public transit to the Examination Centre is Queen's Park Subway Station, which is located at the corner of College Street and University Avenue.



### EXAM ROOM 340 IS A SCENT-FREE AND NUT-FREE SPACE

You are invited to visit Test and Exam Services during scheduled student drop-in hours:

**Monday, Wednesday, Friday**  
1:00 PM – 4:00 PM

**Tuesday, Thursday**  
9:00 AM – 12:00 PM

If you are unable to come in during student drop-in hours, you are welcome to contact Test and Exam Services by e-mail or telephone:



**E-mail:** [te.registration@utoronto.ca](mailto:te.registration@utoronto.ca)



**Telephone:** (416) 946-8584

When sending an e-mail or leaving a voicemail message, keep in mind that Test and Exam Services staff are regularly in contact with hundreds of students. For this reason, in every message, please state your full name and student number. As well, please include a brief summary of your inquiry or request, including the course code and/or the test/exam date to which your message pertains, if relevant.

## CONFIDENTIALITY

Confidentiality of students' personal information is the foundation of an effective service for students with disabilities. Test and Exam Services regards all information about students as confidential.

That said, Test and Exam Services is required to inform some university staff and faculty of the names of students who write tests/exams with accommodations on a need-to-know basis. Additionally, Test and Exam Services may inform some university staff and faculty of certain accommodations for which students are authorized, again on a need-to-know basis. For this reason, with every test/exam accommodation request that you submit, you are asked to acknowledge that you agree with the following statement: **"I confirm that my course instructor(s) and/or my academic faculty may be notified of my name and my test/exam accommodations."**

## REGISTERING TO WRITE TESTS AND EXAMS WITH ACCOMMODATIONS



### How to Register: Online Test/Exam Registration

<https://clockwork.studentlife.utoronto.ca/custom/misc/home.aspx/default.aspx>

### REQUEST TEST/EXAM ACCOMMODATIONS ONLINE IF...

#### ...you require accommodations for a TERM TEST

- and you are CURRENTLY ENROLLED IN THE COURSE ON ROSI
- and you are submitting the accommodation request ON-TIME (at least 14 days prior to the test date or by the established exam period registration deadline, as applicable)

#### ...you require accommodations for a MAKE-UP TERM TEST

- and you are CURRENTLY ENROLLED IN THE COURSE ON ROSI
- and you are submitting the accommodation request ON-TIME (at least 14 days prior to the test date or by the established exam period registration deadline, as applicable)

#### ...you require accommodations for a FINAL EXAM

- and you are CURRENTLY ENROLLED IN THE COURSE ON ROSI
- and you are submitting the accommodation request ON-TIME (by the established exam period registration deadline)
- and the final exam is for an undergraduate course that is offered by one of the faculties listed below:
  - Faculty of Arts and Science
  - Faculty of Applied Science and Engineering
  - Faculty of Law (except NCA students)
  - Faculty of Music
  - Faculty of Pharmacy
  - Faculty of Physical Education and Health

If your situation does not fall into one of the categories outlined above or if you find that you are unable to request test/exam accommodations online for any reason, please refer to page 7 for alternate methods of test/exam registration.



## How to Register: In-Person or E-mail Test/Exam Registration

If your situation falls into one of the categories of exceptions outlined below, you will find that you are unable to request test/exam accommodations online. Instead, you must request test/exam accommodations in-person by completing a paper form or by e-mail by completing and sending a PDF *Test and Exam Accommodation Request Form* as an e-mail attachment. Please note that if your situation does not fall into one of the outlined categories of exceptions below, you must request accommodations online as outlined on page 6.

**[www.osm.utoronto.ca/tes/forms\\_2](http://www.osm.utoronto.ca/tes/forms_2)**

Submit your completed registration form to Test and Exam Services:

- **E-mail:** [te.registration@utoronto.ca](mailto:te.registration@utoronto.ca)
- **In-person:** 255 McCaul Street (Level 3, Exam Room 340)

### **REQUEST TEST/EXAM ACCOMMODATIONS BY COMPLETING AND SUBMITTING A REGISTRATION FORM INSTEAD OF ONLINE IF...**

...you are submitting a late request for accommodations for a term test, a make-up term test, a final exam or a deferred final exam **AFTER THE REGISTRATION DEADLINE**

...you require accommodations for a **DEFERRED TERM TEST**

...you require accommodations for a **DEFERRED FINAL EXAM**

...you require accommodations for a **POP QUIZ**

...you require accommodations for a test or an exam for **A COURSE THAT YOU ARE NOT ENROLLED IN ON ROSI**

- You will not be enrolled in the course on ROSI if:
  - you need to write a deferred term test or a deferred final exam
  - you are on a wait-list for enrollment in the course
  - you are auditing the course
  - you need to write a qualification exam or a comprehensive exam
  - you are a National Committee on Accreditation (NCA) student with the Faculty of Law
  - you need to write a test or exam for an S-session or Y-session course that began in January and the test or exam is scheduled in May or June of the same year (e.g. Academic Bridging, Faculty of Dentistry, Faculty of Nursing).

...you require accommodations for a **GRADUATE-LEVEL FINAL EXAM**

- Graduate-level courses have 10-character course codes (e.g. ABC1230H1F)

...you require accommodations for a **FINAL EXAM** that is **OFFERED BY ANY OF THE DEPARTMENTS OR FACULTIES LISTED BELOW**

- Faculty of Dentistry, Faculty of Information, Rotman School of Management MBA Program, Faculty of Medicine, Michener Institute, Faculty of Nursing, Department of Occupational Therapy, Department of Physical Therapy, Faculty of Social Work, Department of Speech and Language Pathology



## How to Register: Supplemental Documentation

Please note that in addition to the completed registration form submitted online, by e-mail or in-person, supplemental documentation may also be required, as outlined below.

### 1. Deferred Term Test Registration

#### ☒ **Supplemental Documentation: Petition Decision**

A petition decision is written confirmation from your faculty of enrollment confirming that your request to defer the term test is authorized. It may specify the date and time at which you are required to write or it may specify a window of time in which you are permitted to write the deferred term test.

### 2. Deferred Final Exam Registration

#### ☒ **Supplemental Documentation: Deferred Examination Schedule**

A deferred examination schedule is written confirmation from your faculty of enrollment confirming that your request to defer the final exam is authorized. It *must* specify the date and time at which you are to write the deferred exam.

### 3. If you are **not currently enrolled in the course on ROSI**

#### ☒ **Supplemental Documentation: A letter or e-mail from your College or Faculty Registrar** confirming your eligibility to write the test/exam.

### 4. If you are a **National Committee on Accreditation (NCA) student** with the Faculty of Law

#### ☒ **Supplemental Documentation: Write “NCA” on your registration form** or in the body of the e-mail accompanying your registration form.

## ? **How to Register: What to Do If You Do Not Know the Test Date, Time and/or Duration**

As a student, it is your responsibility to request accommodations for the correct test dates, test times and test durations. If you do not know the test date, test time and/or test duration, you need to obtain this information prior to requesting accommodations. This is your responsibility.

- Check the course syllabus, Blackboard, or the course website
- Ask the course instructor, course coordinator or TA in-person, before or after class, by e-mail, by telephone, or during scheduled office hours

### ☒ **Incomplete Requests for Test/Exam Accommodations**

Incomplete requests for test/exam accommodations are not accepted nor processed. If you submit an incomplete request (e.g. missing the test duration) or a request that contains inaccurate information (e.g. includes the wrong test date), the accommodation request will not be processed and you will not be scheduled to write the test/exam with accommodations. You will be asked to submit a new, complete request containing accurate information.





## Types of Registration: Term Registration

To request accommodations for tests and exams that are not scheduled during an exam period, submit an accommodation request online:

**<https://clockwork.studentlife.utoronto.ca/custom/misc/home.aspx>**

- The deadline to request test/exam accommodations during the term (not during an exam period) is 14 days prior to the test/exam date.
- Detailed instructions can be found on pages 6, 7 and 8.



## Types of Registration: Exam Period Registration

To request accommodations for tests and exams that are scheduled during an exam period, submit an accommodation request online:

**<https://clockwork.studentlife.utoronto.ca/custom/misc/home.aspx>**

- The deadline to request test/exam accommodations during an exam period (not during the term) varies from term to term. The 2013-2014 exam period registration deadlines are listed on page 4.
- Detailed instructions can be found on pages 6, 7 and 8.



## Types of Registration: Late Requests for Accommodations

To request accommodations for a test/exam after the registration deadline has passed, you may submit a late request for accommodations in-person by completing a paper *Test and Exam Accommodation Request Form* or by e-mail by completing and sending a PDF version of the *Test and Exam Accommodation Request Form* as an e-mail attachment.

- Please be aware that accommodations are not guaranteed to students who submit late requests for accommodations. Whether or not your late request was approved will be communicated to you by e-mail in advance of the test/exam date.
- Detailed instructions can be found on pages 7 and 8.



## Types of Registration: Make-up Term Test Registration

- **What is a make-up term test?**

A make-up test is any in-class test that is scheduled on a date other than the originally-scheduled date as assigned by the course instructor and is scheduled during the academic session in which you are enrolled in the course.

- **Who has the authority to authorize me to write a make-up term test?**

*The course instructor.* Test and Exam Services staff and Accessibility Services staff are not authorized to assign an alternate test date (i.e. a “make-up” test date).

- **How do I arrange to write a make-up test with accommodations?**

- **Contact the course instructor to discuss your options.**

- Requesting a make-up sitting of a test does not guarantee that the course instructor will authorize a make-up sitting.
    - The course instructor is not obligated to authorize a make-up sitting of the test nor give any other special consideration with regard to your decision not to write the test at the regularly-scheduled time.

- **If the course instructor authorizes a make-up test:**

- S/he must specify the date and time that the make-up test is to be written.
    - You should follow the guidelines and deadlines for term or exam period registration (as applicable) to request accommodations for the make-up test (pages 7 and 8).

- **If the course instructor authorizes a make-up test with fewer than 14 days’ notice:**

- Request accommodations for the make-up test (pages 7 and 8) as far in advance of the make-up test date as possible.
    - Test and Exam Services is aware you may not be able to provide the required 14 days’ notice when requesting accommodations for a make-up test, and takes this into consideration.

- **If you miss a test or abandon a test partway through due to illness:**

- If you miss a test due to illness, most course instructors require a University of Toronto medical certificate completed on the date of the test justifying your absence. However, requirements vary from course to course, so contact the course instructor to determine exactly what s/he expects.

- **If you miss a test or abandon a test partway through for disability-related reasons:**

- If you miss a test for disability-related reasons, you may wish to contact your disability counselor at Accessibility Services for documentation, support, and/or assistance with coordinating a make-up test with the course instructor.

- **What do I do if I missed a test or abandoned a test partway through and I was not able to write a make-up test before the course ended?**

- If you are unable to make up the test during the academic session in which you are enrolled in the course, submit a petition to defer the test through your College Registrar’s Office or Faculty Registrar’s Office. Please see page 11.
  - After the academic session in which you were enrolled in the course, the course instructor no longer has the authority to assign an alternate test date (i.e. a “make-up” test date).



## Types of Registration: Deferred Term Test Registration

- **What is a deferred term test?**

A deferred test is any in-class test that is scheduled on a date other than the originally-scheduled date as assigned by the course instructor and is scheduled after the academic session in which you were enrolled in the course.

- **Who has the authority to authorize me to write a deferred term test?**

*Your College Registrar's Office or Faculty Registrar's Office.* After the academic session in which you were enrolled in the course, your course instructor no longer has the authority to assign an alternate test date (i.e. a “make-up” test date). Similarly, Test and Exam Services staff and Accessibility Services staff are not authorized to assign an alternate test date (i.e. a “make-up” test date).

- **How do I arrange to write a deferred term test with accommodations?**

- If you are an undergraduate student enrolled in the Faculty of Arts and Science, you must file a petition to defer the test with your College Registrar's Office.
  - Refer to the Faculty of Arts and Science website for detailed instructions and petition deadlines: <http://www.artsci.utoronto.ca/current/undergraduate>
- If you are not an undergraduate student enrolled in the Faculty of Arts and Science, you must file a petition to defer the test with your program counselor, first year counselor, or Faculty Registrar's Office, as applicable.
  - Refer to your faculty's website for detailed instructions and petition deadlines.

- **If the petition is authorized:**

- You should follow the guidelines and deadlines for term or exam period registration (as applicable) to request accommodations for the deferred test (pages 7 and 8).
- Please be aware that filing a petition to defer a term test does not guarantee that the petition will be approved.

- **If you miss a test or abandon a test partway through due to illness:**

- If you miss a test due to illness, a University of Toronto medical certificate completed on the date of the test justifying your absence will likely be required as supporting documentation to accompany your petition to defer the test.

- **If you miss a test or abandon a test partway through for disability-related reasons:**

- If you miss a test for disability-related reasons, you may wish to contact your disability counselor at Accessibility Services for documentation, support, and/or assistance with the test petition process.



## Types of Registration: Deferred Final Exam Registration

- **What is a deferred final exam?**

A deferred exam is any formal exam that is scheduled on a date other than the originally-scheduled date as assigned by an academic faculty.

- **Who has the authority to authorize me to write a deferred final exam?**

*Your College Registrar's Office or Faculty Registrar's Office.* The course instructor, Test and Exam Services staff, and Accessibility Services staff are not authorized to assign an alternate exam date (i.e. a "make-up" exam date).

- **How do I arrange to write a deferred final exam with accommodations?**

- If you are an undergraduate student enrolled in the Faculty of Arts and Science, you must file a petition to defer the exam with your College Registrar's Office.
  - Refer to the Faculty of Arts and Science website for detailed instructions and petition deadlines: <http://www.artsci.utoronto.ca/current/undergraduate>
- If you are not an undergraduate student enrolled in the Faculty of Arts and Science, you must file a petition to defer the exam with your program counselor, first year counselor, or Faculty Registrar's Office, as applicable.
  - Refer to your faculty's website for detailed instructions and petition deadlines.

- **If the petition is authorized:**

- You should follow the guidelines and deadlines for term or exam period registration (as applicable) to request accommodations for the deferred exam (pages 7 and 8).
- Please be aware that filing a petition to defer a final exam does not guarantee that the petition will be approved.

- **If you miss an exam or abandon an exam partway through due to illness:**

- If you miss an exam due to illness, a University of Toronto medical certificate completed on the date of the exam justifying your absence will likely be required as supporting documentation to accompany your petition to defer the exam.

- **If you miss an exam or abandon an exam partway through for disability-related reasons:**

- If you miss an exam for disability-related reasons, you may wish to contact your disability counselor at Accessibility Services for documentation, support, and/or assistance with the exam petition process.

## OPTIONS AFTER MISSING A REGISTRATION DEADLINE

### Published Deadlines

It is your responsibility to learn and make note of Test and Exam Services' term registration deadlines and exam period registration deadlines. Accommodations are not guaranteed to students who submit requests for test/exam accommodations after the registration deadlines.



The term and exam period registration deadlines are listed on page 4.



The deadlines are posted on Test and Exam Services' website: [www.osm.utoronto.ca/tes](http://www.osm.utoronto.ca/tes)



The deadlines are printed on the "Test and Exam Accommodation Request Deadlines" flier available from Test and Exam Services (255 McCaul Street, Exam Room 340).

**If you miss a deadline to request test/exam accommodations, but still wish to write the test/exam with accommodations, complete and submit:**

- A paper *Test and Exam Accommodation Request Form* in-person (255 McCaul Street, Exam Room 340), or
- A PDF version of the *Test and Exam Accommodation Request Form* by e-mail ([te.registration@utoronto.ca](mailto:te.registration@utoronto.ca)) and
- Include a copy of your petition decision or deferred examination schedule, if applicable (see page 8).

### Late Request for Accommodations Assessment Process

- Accommodations are not guaranteed to students who submit requests for test/exam accommodations after the published registration deadlines.
- **If your late request for accommodation is approved...**
  - You will receive all of the accommodations for which you are authorized, unless you are notified otherwise by Test and Exam Services in advance of the test/exam date.
- **If your late request for term test accommodations is not approved...**
  - You may ask the course instructor to provide accommodations for the term test. Be aware that course instructors are not obligated to provide accommodations.
  - You may ask the course instructor to allow you to write a make-up term test at a later date which you can then register to write with accommodations. Be aware that course instructors are not obligated to approve requests to write make-up tests. See page 10 for more information.

- You may write the term test with your classmates during the regularly-scheduled term test sitting without accommodations.
- You may speak to your disability counselor at Accessibility Services about other options that might be available if you missed the registration deadline due to significant, extenuating disability-related circumstances (e.g. extended hospitalization).
- **If your late request for final exam accommodations is not approved...**
  - You may file a petition to defer the final exam. See page 12 for faculty-specific information about the final exam petition process.
  - You may write the final exam with your classmates during the regularly-scheduled final exam sitting without accommodations.
  - You may speak to your disability counselor at Accessibility Services about other options that might be available if you missed the registration deadline due to significant, extenuating disability-related circumstances (e.g. extended hospitalization).
  - Please note that the course instructor, Test and Exam Services staff, and Accessibility Services staff are not authorized to assign an alternate exam date (i.e. a “make-up” exam date).
  - If you are an undergraduate student enrolled in the Faculty of Arts and Science, please note that the course instructor is not permitted to provide accommodations to you during a final exam held during a formal exam period. The Faculty of Arts and Science does not permit it.

## CONFIRMING TEST/EXAM DATES, TIMES AND LOCATIONS

### Register for the Correct Test/Exam Date, Time, and Duration

- Register for the exact same date, time, and duration that your classmates are writing the test/exam. Test and Exam Services staff know what your authorized accommodations are and will apply them, rescheduling your sitting of the test/exam if required (e.g. adding extra writing time).

### E-mail Notification about the Test/Exam Date, Time, and Location

- You will receive an automated e-mail notification reminding you about your assigned test/exam start time and writing location in advance of the test/exam date.
- During the term (when the test/exam date falls outside of an exam period), you will receive an automated e-mail notification one business day prior to the test/exam date.
- During exam periods (when the test/exam date falls during an exam period), you will receive an automated e-mail notification two business days prior to the test/exam date.
- The e-mail notification will be sent to your e-mail address listed in ROSI.
- It is vital that you read the notification e-mail. Students who write tests/exams with accommodations do not always write at the same time as the regularly-scheduled class sitting. Please see page 16 for some common reasons why you might be scheduled to write a test/exam at a different time than your classmates.
- If you are expecting an e-mail notification but do not seem to have received one:
  - Check your University-issued e-mail account.
  - If checking your University-issued e-mail account does not resolve the matter, it is your responsibility to contact Test and Exam Services during regular business hours in advance of the test/exam date. Please see page 5 for contact information.

### An Important Note about Using Your University-Issued E-mail Account

- Ensure that your e-mail address listed in ROSI is your University-issued e-mail address (@mail.utoronto.ca), in accordance with the University of Toronto's *Policy on Official Correspondence with Students*.
- Test and Exam Services will only correspond with you via e-mail if you are using a University-issued e-mail address.
- As a student at the University of Toronto, you are expected to monitor and retrieve the e-mail sent to your University-issued e-mail address on a frequent and consistent basis (University of Toronto's *Policy on Official Correspondence with Students*).



## Three Common Reasons for Test/Exam Rescheduling

- **End of Day**

If your authorized extra writing time and/or stopped-clock break accommodations cause your scheduled test/exam end time to be later than the scheduled closing time of the Test/Exam Centre (10:30 PM), your test/exam will be rescheduled as necessary by Test and Exam Services to ensure that the test/exam end time is before 10:30 PM after taking into consideration your authorized extra writing time and/or stopped-clock break accommodations.

- **Date or Time Shifting Accommodations**

If you are authorized for an accommodation that requires some test/exam dates and/or times to be rescheduled to comply with the requirements of the accommodation, your disability counselor at Accessibility Services will discuss with you the established procedure that will be followed if and when tests/exams must be rescheduled by Test and Exam Services to comply with your authorized accommodations. If you are unclear about if and how your tests/exams might be rescheduled due to your authorized accommodations, contact your disability counselor at Accessibility Services for clarification.

- **Midterm and Exam Periods**

During busy times of the academic year when there are significant increases in the number of tests/exams being written by students with accommodations, such as during midterm and exam periods, Test and Exam Services reserves the right to reschedule the start times of your tests/exams by up to one hour earlier than the class' start times due to the availability of space and resources at the Test/Exam Centre.

## Affidavits and Sequestering

- If your sitting begins before the regularly-scheduled class sitting, regardless of what time you complete the test/exam, you will be required to remain sequestered and supervised inside the Test/Exam Centre until 15 minutes after the class' test start time or 45 minutes after the class' exam start time. Being sequestered means:
  - You must remain inside the Test/Exam Centre.
  - The invigilator has the authority to designate the space in which you will be sequestered.
  - You may not access any electronic devices (e.g. cell phone, laptop, iPod, etc.)
  - You may not communicate with anyone except the invigilator during a break, including and especially other students.
  - You may eat, read (no electronic reading material), study (no electronic study material), write, rest, stretch, etc.
  - You may use the washroom located inside the Test/Exam Centre in accordance with the guidelines on page 23.
- If your sitting begins after the regularly-scheduled class sitting, immediately prior to beginning the test/exam, you will be required to sign an affidavit stating that you have not received any indication about the contents of the test or exam from any source prior to your arrival.



# RULES FOR THE CONDUCT OF TESTS AND EXAMS

## Procedural and Conduct Regulations

It is understood that all students who write tests/exams with accommodations will comply with the regulations established by Test and Exam Services and the University of Toronto.

1. Prior to the test/exam date, carefully review the automated notification that you received by e-mail confirming your test/exam start time and your assigned writing location.
  - a. Note that Test and Exam Services reserves the right to assign you a different test/exam start time than that of your classmates writing in the classroom, if it is necessary to do so to provide you with your authorized accommodations.
2. Arrive at the assigned writing location and check-in with a test/exam invigilator at least 15 minutes prior to the test/exam start time assigned by Test and Exam Services.
3. Present your student photo identification card (TCard) to the invigilator upon arrival. The invigilator will hold your TCard for the duration of the test/exam. Note that your official arrival time is the time at which you hand your TCard to the invigilator.
4. Test and Exam Services does not compensate students for time lost due to late arrival, regardless of whether or not this is the practice of the academic department or faculty through which the test/exam is administered. If you arrive at the assigned test/exam location after the test/exam start time assigned to you by Test and Exam Services:
  - a. Time will be deducted from your overall permitted writing time.
  - b. Additional consequences may be imposed, such as being denied permission to write the test/exam and/or other consequences based on the regulations of the academic department or faculty through which the test/exam is administered.
5. Access to the Test/Exam Centre is restricted to students scheduled to write tests/exams with accommodations, the invigilation staff supervising the Test/Exam Centre, Test and Exam Services staff and University of Toronto staff and faculty.
6. It is not permitted for another person to impersonate you for the purpose of writing a test/exam, nor may another person write any part of a test/exam on your behalf.
7. To ensure the safety of students with environmental sensitivities, refrain from wearing perfume or cologne and ensure that you are not in possession of nuts, products that contain nuts or products that may contain traces of nuts within the Test/Exam Centre.
8. Prior to the start of a test/exam, you will be asked to place bags, books and other personal belongings in an area designated by the invigilator. The only materials that you are permitted to have with you during the writing of a test/exam are those expressly authorized by the invigilator. Please note that Test and Exam Services is not responsible for lost, stolen, or broken items or items left behind at the Test/Exam Centre. You are encouraged to leave valuable items at home.
9. During the writing of a test/exam, you may not have with you any materials (e.g. notes) or electronic devices (e.g. cellular telephone) except those expressly authorized by the invigilator. For detailed information about unauthorized test/exam aids, review the section titled "An Important Note about Academic Integrity" on pages 19 and 20.

10. The invigilator has the authority to designate the desk at which you will sit while writing the test/exam.
11. Prior to the start of a test/exam, you are expected to refrain from writing, typing or designating any answers to questions on the test/exam.
12. During the writing of a test/exam, you are not permitted to communicate with anyone except the invigilator, including other students, in any manner.
13. After the announcement of the conclusion of a test/exam, you are expected to refrain from adding information to, erasing information from or otherwise altering the test/exam.
14. The invigilator has the authority to seize the tests/exams of students who fail to cease writing and/or typing after the announcement of the conclusion of a test/exam and a penalty may be imposed by the academic department or faculty through which the test/exam is administered.
15. After a test/exam, all test/exam materials must remain with Test and Exam Services. You may not keep any test/exam materials after the test/exam has concluded, including, but are not limited to, tests/exams, response booklets, scantron sheets, scrap paper, and authorized aid sheets.
16. You are expected to behave in a respectful manner toward and comply with instructions given by the invigilator and other Test and Exam Services staff. Your cooperation is appreciated.
17. You are expected to refrain from behaving in a manner that is verbally or physically abusive toward the invigilator or other Test and Exam Services staff. Such behaviour will not be tolerated.
18. You are required to remain sequestered and supervised at the Test/Exam Centre until 15 minutes after the class' test start and 45 minutes after the class' exam start – regardless of what time you complete the test/exam.

### **Violation of the Rules for the Conduct of Tests and Exams**

All students at the University of Toronto are required to be aware of, familiarize themselves with and comply with the University of Toronto's *Code of Behaviour on Academic Matters*:

**<http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>**

**Any violation of the *Code* or the *Rules for the Conduct of Tests and Exams* may result in the following consequences:**

1. The preparation of a written report documenting the incident by the invigilator(s) present at the time of the incident. The written report may be forwarded to any or all of the following:
  - a. Test and Exam Services' Coordinator
  - b. The Office of Space Management Manager and/or Director
  - c. The Accessibility Services Director and/or Disability Counselors
  - d. The instructor, academic coordinator, and/or teaching assistant(s) responsible for the course in question
  - e. Representatives of the academic faculty through which the course in question is offered
  - f. The Office of Student Academic Integrity at the University of Toronto

2. A meeting to discuss the incident with any or all of the following:
  - a. The student involved in the incident
  - b. The invigilator(s) present at the time of the incident
  - c. Test and Exam Services' Coordinator
  - d. The Office of Space Management Manager and/or Director
  - e. The Accessibility Services Director and/or Disability Counselors
  - f. The instructor, academic coordinator, and/or teaching assistant(s) responsible for the course in question
  - g. Representatives of the academic faculty through which the course in question is offered
  - h. Representatives of the Office of Student Academic Integrity at the University of Toronto
3. Additional consequences may be imposed by the academic department or faculty through which the test/exam is administered based on department and/or faculty-specific test/exam regulations.

### **An Important Note about Academic Integrity**

- During the writing of a test/exam, you may not have with you any test/exam materials or electronic devices except those expressly authorized by the invigilator.
- Be aware that possession of unauthorized test/exam materials or an electronic device during a test/exam – even if you claim not to have used it – is an academic offense that carries a significant penalty.
- Unauthorized test/exam materials may include, but are not limited to: textbooks, course readers, class notes, or other written or typed notes of any kind. Unauthorized electronic devices may include, but are not limited to: cellular telephones, laptop computers, MP3 players (e.g. iPods), data storage devices (e.g. USB flash drives), calculators, or electronic dictionaries.
- Students who possess and/or use unauthorized test/exam materials or electronic devices or who assist or obtain assistance from other students or from any unauthorized source during the writing of a test/exam are liable to penalties under the *Code*, including, but not limited to, the loss of academic credit and expulsion.
- Be aware that at the announcement of the conclusion of a test/exam, you are expected to refrain from adding information to, erasing information from or otherwise altering the test/exam. Failing to do so is an academic offense that carries a significant penalty.
- The invigilator has the authority to seize the tests/exams of students who fail to cease writing and/or typing after the announcement of the conclusion of a test/exam and a penalty may be imposed by the academic department or faculty through which the test/exam is administered.
- All students at the University of Toronto are required to be aware of, familiarize themselves with and comply with the University of Toronto's *Code of Behaviour on Academic Matters*.

# top 5 tips.

avoid committing an academic offence during your exams.

1



**Listen to and follow all instructions.**

2



**Leave all unauthorized aids in your bag.**

If you're not sure what's authorized, ask. Aids include notes or any kind of personal electronic device.

3



**A cellphone is an unauthorized aid.**

That means if you've got it on your desk or anywhere near you, you are committing an offence.

4



**Keep your eyes and thoughts to yourself.**

You may only be looking around while thinking, or reading a question to yourself out loud, but you're not the only one in the room. Protect yourself, and your work.

5



**"Stop writing" means stop writing.**

When the exam is over, put your pen/pencil down. Failing to stop is considered an academic offence.

A friendly reminder from the Office of Student Academic Integrity and Student Life Programs & Services.



## ARRIVING TO WRITE A TEST/EXAM

1. Arrive at the Test/Exam Centre (EX340) or other assigned test/exam location at least 15 minutes prior to the test/exam start time assigned to you by Test and Exam Services and check-in with the invigilator.
  - a. Your official arrival time is the time at which you hand your TCard to the invigilator.
  - b. The invigilator will hold your TCard for the duration of the test/exam and will return it to you after you submit your completed test/exam.

**If you arrive for a test/exam after the start time assigned to you by Test and Exam Services, time will be deducted from your overall writing time. Late arrival may also result in additional consequences based on the test/exam regulations of the academic department or faculty through which the test/exam is administered.**

2. Store your belongings in the area designated by the invigilator. In the Test/Exam Centre (EX340), generally, students are asked to place their belongings in a locker in the waiting area.
  - a. Locks are built into the lockers. If you are asked to place your belongings in a locker, before the test/exam, the invigilator will lock the locker for you, and after the test/exam, the invigilator will unlock the locker for you.
  - b. After entering the Test/Exam Centre, you will not be permitted to access your belongings, so keep with you any items that you may require during the test/exam (e.g. drink, food, medication, etc.).
3. Wait in the waiting area until you are called by the invigilator to be signed-in.
  - a. The invigilator will remind you that you may not have any unauthorized aids in your possession during the writing of the test/exam.
  - b. The invigilator will ask you if you have any unauthorized items in your pockets or on your person. Any item that you will have with you during the writing of the test/exam may be subject to review by the invigilator.
4. During sign-in, the invigilator will:
  - a. Announce the details of the test/exam, including the authorized writing time and permitted test/exam aids.
  - b. Review with you your authorized accommodations.
  - c. Ask that you sign your *Test/Exam Administration Form* confirming that you understand and agree to the accommodations authorized.
  - d. Ask that you sign a *Student Declaration* confirming that you are “not in possession of any unauthorized test/exam materials or electronic devices”.
  - e. Remind you that if you require a break or access to the washroom during the test/exam, you must notify the invigilator upon beginning and ending the break.
5. After sign-in, the invigilator will escort you to your assigned desk.
6. When you are seated, the invigilator will:
  - a. Remind you of your permitted writing time. You should monitor the time throughout the test/exam, and the invigilator will give you a warning *approximately* 10 minutes before the end of your permitted writing time.
7. The invigilator will place the test/exam face-down on the desk.
  - a. You may begin the test/exam when instructed to do so by the invigilator.

## DURING THE WRITING OF A TEST/EXAM

### Accommodations

During the writing of a test/exam, you will receive all accommodations that are authorized to you by your disability counselor at Accessibility Services\* as they are listed on the *Test/Exam Administration Form* that you are required to sign prior to the start of the test/exam.

Please note that neither the invigilator nor Test and Exam Services staff are authorized to make changes to your accommodations. If you feel that the accommodations authorized to you by your disability counselor at Accessibility Services are not meeting your needs, you should arrange to meet with your disability counselor to discuss the possibility of making changes to your accommodations *for future tests/exams*.

*\* Accommodations are not guaranteed to students who submit requests for test/exam accommodations after the registration deadlines. You may be denied some or all accommodations if you miss a registration deadline. If you are denied accommodations as a result of missing a registration deadline, you will be informed of this by Test and Exam Services prior to the date of the test/exam.*

### Authorized Breaks

If you wish to take a supervised break during the writing of a test/exam, you must notify the invigilator upon beginning and ending the break. During a break:

1. You must remain inside the Test/Exam Centre, but step away from the test/exam.
  - a. The invigilator has the authority to designate the space in which you may take a break.
  - b. You may not access test/exam materials or belongings during a break.
  - c. You may not exit the Test/Exam Centre during a break.
2. Your writing time will continue unless you are authorized by your disability counselor at Accessibility Services for breaks “with stopped clock” as an accommodation.
3. You may not communicate with anyone except the invigilator during a break, including and especially other students.
4. You may use the washroom located inside the Test/Exam Centre in accordance with the guidelines on page 23.
5. The time used to contact a course instructor for clarification about the test/exam is not considered a break; time used to contact the course instructor is considered part of your overall writing time.



## Washroom Access

If you require the use of the washroom, you must notify the invigilator upon beginning and ending the washroom break. During a washroom break:

1. The invigilator will direct you to the accessible washrooms located inside the Test/Exam Centre.
  - a. You may not exit the Test/Exam Centre during a washroom break.
2. Your writing time will continue unless you are authorized by your disability counselor at Accessibility Services for breaks “with stopped clock” as an accommodation.
3. You are not permitted to bring test/exam materials (exam, exam booklets, scrap paper, etc.) or writing tools (pencils, pens, etc.) with you to the washroom.

Tell the invigilator that you would like to take a washroom break.



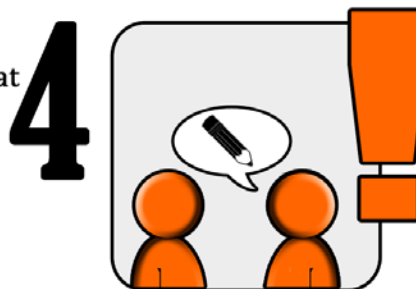
The invigilator will note the time of your break.



Use the washroom located inside of the Test/Exam Centre.



Tell the invigilator that you would like to resume writing your exam.



## Atypical Situations

If an atypical situation arises during the test/exam, you should notify the invigilator. Atypical situations include, but are not limited to, questions about the test/exam for the course instructor, technology malfunctions, anxiety, and illness.

## Questions for the Course Instructor

If you have a question about the content of a test/exam, you should notify the invigilator. The invigilator will attempt to contact the course instructor by telephone. If the attempt is successful, the invigilator will put you in contact with the instructor.

If the invigilator's attempt to contact the course instructor by telephone is unsuccessful, the fact that you had a question or a concern, as well as the nature of the question or the concern, will be documented by the invigilator in an incident report. This incident report will then be forwarded by Test and Exam Services to the course instructor or to the academic faculty through which the test/exam is administered.

## Test and Exam Abandonment

If you abandon a **term test** partway through, whether or not the reason for abandonment is disability-related, you will need to request a make-up sitting from the course instructor. Course-specific procedures for requesting a make-up sitting of a term test apply to all students, including those registered with Accessibility Services. On that note, please be aware that requesting a make-up sitting of a test does not guarantee that the course instructor will authorize a make-up sitting. Please see page 10 for more information about **coordinating a make-up term test**.

If you abandon a **final exam** partway through, whether or not the reason for abandonment is disability-related, you will need to file a petition to defer the exam to a later date. Faculty-specific procedures for filing a petition to defer a final exam apply to all students, including those registered with Accessibility Services. On that note, please be aware that filing a petition to defer a final exam does not guarantee that the petition will be approved. Please see page 12 for more information about **deferring a final exam**.



## AFTER THE WRITING OF A TEST/EXAM

### Submitting Test/Exam Materials

At the conclusion of a test/exam, the invigilator will notify you that your authorized writing time is over. At that time, you must stop writing or typing and give all test/exam materials to the invigilator.

- It is a punishable academic offense to refuse to stop writing when the invigilator informs you that your authorized writing time is over.
- If you choose not to stop writing when you are told that the test/exam has concluded, the invigilator will document that you did not comply with the *Rules for the Conduct of Tests and Exams* and you may be subject to the consequences outlined on pages 18 and 19.

Upon completion of a test/exam, the invigilator will collect all of your test/exam materials, including:

- the test/exam question paper\*
- used and unused test/exam booklets
- handwritten and/or typed responses
- used and unused scrap paper
- authorized aid sheets

\* Students are not permitted to keep test/exam question papers after tests/exams are completed. All test/exam question papers must be returned to the course instructor or to the academic faculty through which the test/exam is administered.

### If You Completed the Test/Exam Using a Computer

If you used a computer to complete the test/exam:

- The invigilator will print a copy of your typed test/exam responses in the invigilators' office.
- The invigilator will ask you to sign the printed copy of your typed test/exam responses confirming that all pages are present.
- Editing typed test/exam responses must occur within your allotted writing time. You will not be permitted to add information to, erase information from or otherwise alter your responses after the test/exam has concluded.

### Submission Checklist

Upon finishing a test/exam, you will be asked to review and sign a *Submission Checklist* completed by the invigilator confirming that you submitted the test/exam materials listed on the checklist.

- For example, the *Submission Checklist* may state that you submitted the test question paper, two test response booklets and three sheets of scrap paper.
- You will be asked to sign the *Submission Checklist* confirming that these are, in fact, the materials that you submitted.
- The invigilator will also sign the *Submission Checklist* to confirm that s/he received these test/exam materials from you.

### Collecting Belongings

The invigilator will return your TCard to you and direct you to collect your belongings. If your belongings are in a locker in the waiting area, the invigilator will unlock the locker for you. Please note, Test and Exam Services is not responsible for lost, stolen, or broken items or items left behind at the Test/Exam Centre.

## STUDENT FEEDBACK

Test and Exam Services welcomes feedback from students. *Student Comment Forms* are available from Test and Exam Services (255 McCaul Street, Level 3, Exam Room 340) and can be submitted:

- **By E-mail**
  - [te.registration@utoronto.ca](mailto:te.registration@utoronto.ca)
- **To Test and Exam Services' Coordinator** or other departmental staff the administrative office at 255 McCaul Street (Level 3, Exam Room 340).
  - Open during scheduled drop-in hours (see page 5).
- **To the invigilator** in the Test/Exam Centre at 255 McCaul Street (Level 3, Exam Room 340).
  - Open when tests/exams are being administered. Hours of operation vary from day to day.

## APPENDIX 1: Calculator, Dictionary, and Thesaurus Accommodations

### Calculator Use during a Test/Exam

- If your classmates are authorized to use a calculator during the test/exam:
  - You will also be permitted to use a calculator during the test/exam.
  - You must provide the calculator, which must comply with the specifications outlined by the course instructor or academic faculty overseeing the test/exam.
- If your classmates are not authorized to use a calculator during the test/exam, but you are authorized to use a calculator by Accessibility Services as a test/exam accommodation:
  - You must arrive to the test/exam with a **Calculator Approval Form** completed and signed by the course instructor.
    - If you arrive without the **Calculator Approval Form**, you may not be permitted to use a calculator during the test/exam.
    - You can obtain a copy of the **Calculator Approval Form** from your disability counselor at Accessibility Services if you are authorized by him/her for the use of a calculator as a test/exam accommodation.
  - You must provide the calculator, which must comply with the specifications outlined by the course instructor on the **Calculator Approval Form**.

### Dictionary or Thesaurus Use during a Test/Exam

- If your classmates are authorized to use a dictionary or thesaurus during the test/exam:
  - You will also be permitted to use a dictionary or thesaurus during the test/exam.
  - You must provide the dictionary or thesaurus, which must comply with the specifications outlined by the course instructor or academic faculty overseeing the test/exam.
- If your classmates are not authorized to use a dictionary or thesaurus during the test/exam, but you are authorized to use a dictionary or thesaurus by Accessibility Services as a test/exam accommodation:
  - You must arrive to the test/exam with a **Dictionary Approval Form** or **Thesaurus Approval Form** (as applicable) completed and signed by the course instructor.
    - If you arrive without the **Dictionary Approval Form** or **Thesaurus Approval Form**, you will not be permitted to use a dictionary or a thesaurus during the test/exam.
    - You can obtain a copy of the **Dictionary Approval Form** or **Thesaurus Approval Form** from your disability counselor at Accessibility Services if you are authorized by him/her for the use of a dictionary or thesaurus as a test/exam accommodation.
  - Test and Exam Services provides standard dictionaries, spelling dictionaries, electronic dictionaries, and standard thesauruses, as authorized by the course instructor on the **Dictionary Approval Form** or **Thesaurus Approval Form**. If the course instructor authorizes a language translation dictionary or other course-specific dictionary on the **Dictionary Approval Form**, you must provide the dictionary.