

## Disability

The Ontario Human Rights Code (OHRC) outlines the following disability categories: Acquired Brain Injury; Attention Deficit Hyperactivity Disorder (ADHD); Blind and Low Vision; Chronic Health Condition; Deaf, Deafened and Hard of Hearing; Functional/Mobility Impairment; Learning Disability; Psychiatric Disability; Temporary Disability.

*"Once a disability-related need has been identified...education providers have a duty to accommodate the needs of students with disabilities," (OHRC).*

## Academic Accommodation

Accommodation is a means of addressing and removing barriers that impede students with disabilities from participating fully in the educational environment. Exam accommodations might include, for example, a private writing space, a set amount of additional writing time, adaptive computer software, ergonomic furniture, or alternate format materials (e.g. Braille). Every student who writes with TES is authorized for a unique set of accommodations.

## Documentation Requirements

To be eligible to write quizzes, tests, and exams with accommodations coordinated by TES, a student must have a documented disability and be registered with AS on the St. George Campus.

AS employs highly-qualified disability counselors to collect and assess students' documentation. It is the responsibility of AS to determine which accommodations, if any, are required on a student-by-student basis based on the student's diagnosis, documentation, and personal needs. It is the responsibility of TES to coordinate the accommodations authorized by AS.

## Contact Test and Exam Services



**E-mail:** [test.exam@utoronto.ca](mailto:test.exam@utoronto.ca)

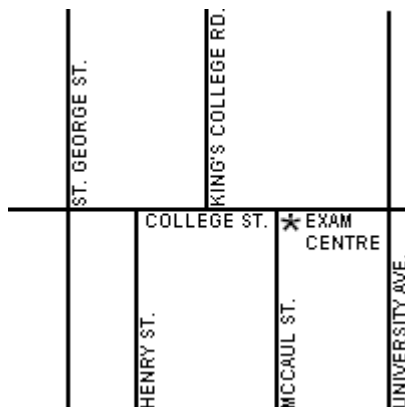


**Telephone:** (416) 946-5510



**Web:** [www.ace.utoronto.ca/tes/index](http://www.ace.utoronto.ca/tes/index)

TES is located in the university's Exam Centre at 255 McCaul Street, inside of Exam Room 340 (EX340). The administrative office is open weekdays from 9:00 AM to 4:30 PM. TES' Test/Exam Centre is staffed on an as-needed basis daily from 8:00 AM to 10:30 PM.



## Additional Resources

### TES' Guide for Faculty and Staff

[www.ace.utoronto.ca/tes/staff](http://www.ace.utoronto.ca/tes/staff)

### UofT's Statement of Commitment Regarding Persons with Disabilities

[www.governingcouncil.utoronto.ca/policies/disabled](http://www.governingcouncil.utoronto.ca/policies/disabled)

### The Ontario Human Rights Commission

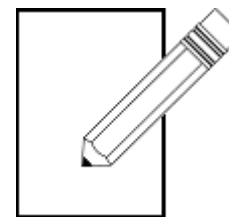
[www.ohrc.on.ca/en/accommodating-students-disabilities-principles](http://www.ohrc.on.ca/en/accommodating-students-disabilities-principles)

**TEST AND EXAM SERVICES  
UNIVERSITY OF TORONTO  
ST. GEORGE CAMPUS**

## QUICK REFERENCE GUIDE FOR FACULTY AND STAFF 2014-2015

### About Test and Exam Services

Test and Exam Services (TES) is the department at the University of Toronto that is responsible for coordinating quiz, term test, and final exam accommodations for students with documented disabilities who are registered with Accessibility Services (AS) on the St. George Campus. TES is a division of Academic and Campus Events at the University of Toronto.



*During the 2013-2014 academic year, TES coordinated and administered more than **13,300** quizzes, tests, and exams for the University of Toronto, St. George Campus.*

### The University's Commitment to Accessibility

Working cooperatively with the institution's faculty and staff, TES plays a vital role in the execution of the University of Toronto's commitment to accessibility. TES ensures that the University of Toronto upholds its responsibility to students with disabilities by coordinating their authorized academic accommodations in the provision of quizzes, tests, and exams.

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### Questions? Contact Us!

**E-mail:** [test.exam@utoronto.ca](mailto:test.exam@utoronto.ca)

**Website:** [www.ace.utoronto.ca/tes/index](http://www.ace.utoronto.ca/tes/index)

## Term Test Accommodation Procedure

1. Early in the term, the course instructor makes his/her students aware of the date, time and duration of all upcoming tests.
2. At least two weeks prior to each test date, the student makes a request for accommodations for the test by completing an online form and submitting it electronically to TES.
3. At least one week prior to the test date, the course coordinator and/or instructor receives an e-mail from TES requesting a copy of the test.
4. At his/her earliest convenience after receiving the initial test request e-mail, the course coordinator or instructor provides responses to the administrative questions included in that e-mail (i.e. test time, duration, permitted aids, etc.).
5. Two business days prior to the test date, the course coordinator or instructor provides a copy of the test to TES.
6. On the test date, TES administers the test to the student authorized for accommodations.
7. TES then courier the completed test back to the department through which the course is offered, or to another specified on-campus location, for marking.

## Final Exam Accommodation Procedure

For the most part, TES obtains copies of undergraduate final exams scheduled during the formal exam periods in December, April, June, and August from faculties' Registrars' Offices, *not* from course coordinators and instructors. (Please note that there are a few exceptions.)

## Frequently Asked Questions (F.A.Q.)

● **Are the tests/exams that I provide to TES regarded as confidential?** TES coordinates more than 13,300 tests/exams annually for the University of Toronto, St. George Campus, and the integrity of the examination process is of the utmost priority. Strict security measures are in place to protect the confidentiality of test/exam materials.

● **Where do students with disabilities write tests/exams?** Generally, accommodated tests/exams are administered at 255 McCaul Street, inside of Exam Room 340. During busier midterm and exam periods, alternate locations on campus may be utilized as well.

● **Who supervises students who write tests/exams with TES?** Highly-qualified graduate and PhD students act as invigilators for students who write tests/exams with TES. TES' invigilators are specifically trained to administer tests/exams to students with disabilities in accordance with the university's examination policies and procedures. They are trained to balance student accommodation needs with academic integrity.

● **Are the tests/exams that I provide to TES administered at the time that I specify?** Generally, an accommodated test/exam is administered at the same time as the regularly-scheduled sitting. That said, exceptions are made (within established parameters) when a student's authorized test/exam accommodations prohibit him/her from writing at the same time as his/her classmates. If a term test must be rescheduled for disability-related reasons, the course instructor or the designated departmental contact is notified of the rescheduling. For a rescheduled final exam, the faculty is notified.

## F.A.Q. (Continued)

● **Are all students who write with TES authorized for additional writing time?** Every student who writes tests/exams with TES is authorized for a unique set of accommodations. The amount of extra time authorized, if any, is determined by a disability counselor at AS on a student-by-student basis.

● **Are my student's accommodations subject to my review and approval?** Authorized accommodations have been deemed necessary by AS based on the student's disability and documentation. Course instructors and designated departmental contacts are asked to work cooperatively with AS and TES to ensure that students with disabilities receive the accommodations to which they are entitled.

● **What if I prefer that my student write the test/exam in class without accommodations?** If a student is authorized for accommodations by AS, it is the student's right to write tests/exams with TES if s/he chooses to do so. Please note that TES *does* regularly administer tests/exams involving audio-visual components, aural/oral components, lab components, and computer software requirements.

● **My student typed his test responses. Is the computer that he used during the test secure?** TES works in close partnership with Computing and Networking Services (CNS) to ensure that the university-issued computers to which students have access during tests/exams are secure. The computers are password-protected; they are only equipped with MS Word and specific adaptive computer software; USB ports are locked; and internet access is disabled.

● **Will TES administer a test/exam to one of my students who does not have a disability?** Only students who are registered with AS are eligible to write tests/exams with TES.