

# ACCESSIBILITY SERVICES TEST CENTRE ORIENTATION AND RULES

Welcome to BCIT's Accessibility Services Test Centre! Please familiarize yourself with the following rules.

## RESTRICTED ITEMS



Personal belongings (since Accessibility Services is not responsible for lost and/or stolen items).  
Unless you are writing outside of Accessibility Services, put all your belongings in your backpack and leave it in your campus locker or Test Centre designated area. Please collect ALL your belongings at the end of the exam.



Accessing or using a cell phone or other electronic devices (i.e. laptops, smart watches, iPods, data storage devices, MP3 players, electronic dictionaries etc.).  
If you bring a cell phone, turn it off and put away.



A small storage is available for electronic devices once you've checked in; however, those services are NOT available during busy times (i.e. mid-term and final exams) or if there is a staff shortage.



Personal headphones, unless they are part of your exam accommodations. Disposable earplugs are available during exam session.



Textbooks, notes or other reading materials (unless it is allowed by instructor).



Perfume/ cologne.



Brimmed headwear or outerwear (including coats, zip-ups, ponchos, etc.)  
Please leave the above at the designated area prior proceeding to the exam room. Be prepared to turn out pockets and show belongings in them if you need to wear any of the above.

## PERMITTED ITEMS



Food and drinks.  
The Test Centre doesn't have a water fountain, but you can find one on the West Wing of SW1, a few steps from the elevator.



Writing instruments



Calculators (if allowed by instructor)



Single use ear plugs, ear muffs and white noise machines may be available upon request.



The Test Centre has a small bank of floor heaters



Two gender-neutral washrooms are available at the Test Centre. Please report to the staff when you use the washroom.



Compensatory time if it is a part of your IAP. Please report to the staff prior to taking a compensatory break so the staff can calculate the additional time accordingly.



## BEFORE EXAM

- Submit your exam requests at least 10 business days prior to the scheduled exam date. Don't miss the Exam Request submission timelines.
- Incomplete exam requests will be not processed.
- Only those accommodations checked on your Exam Request form that correspond to your current Individual Accommodation Plan (IAP) will be considered for the exam seating.
- Understand the exam time, format and what is allowed for the exam prior to the exam.
- If your exam is to be completed on Learning Hub, please ensure to have your credentials ready to enter BCIT network. Prior to working on the exam, verify the end time for your exam to ensure that your instructor allotted for the added time.
- If you are planning to use assistive or specialized technology during your exam, specify so on your exam request form to ensure that it is available for you on the day of exam. Test the software in advance of the exam to avoid surprises.
- A seat/room will be assigned to you based on your exam accommodations (our team does our best to meet your accommodations but it may not be always possible).



## DURING THE EXAM

- We encourage students not to take washroom breaks during the first two hours of the exam and therefore recommend you use it before you begin your exam. Repeated washroom trips are discouraged, unless permitted by your accommodation plan.
- If you come across a technical issue during your examination, please inform the examination staff immediately so that they can assist you with troubleshooting this issue directly. The staff will contact your instructor and/or BCIT IT Services team to resolve the issue as quickly as possible.
- You may ask questions to clarify the exam. The staff will try to connect with your instructor on any content related questions regarding your examination if you provided their contact information on your exam request form.
- Print the completed exam and verify the printout or check if your exam is properly submitted through Learning Hub or saved on an USB PRIOR to logging off at the end your exam.
- Submit completed online exam directly on LH or otherwise to the staff.



## CHECK-IN

- Have your student ID card with you, and be prepared to show it to Invigilators.
- Arrive 10-15 minutes prior to exam start time, particularly if your exam is performed on the Learning Hub and/or if you're planning to use specialized and/or Assistive technology during the exam.
- The Accessibility Services examination team will provide you with directions and timelines upon check-in for your examination. Please follow those instructions and timelines to ensure that your exam is accepted.
- Due to the shortage of private space, you may need to write in semi-private setting or a small group setting.
- Your exam cannot be started after 30 minutes past the scheduled time. No additional time is granted if you are late for the exam.
- Be aware of your exam end time and comply with it.
- You are expected to behave in a respectful manner toward and comply with instructions given by the invigilator and other staff. Your cooperation is appreciated.



## AFTER THE EXAM

- Refrain from adding information to, erasing information from or otherwise altering the test/exam after the announcement of the conclusion of a test/exam.
- After a test/exam, all materials must remain with Accessibility Services including but not limited to tests/exams, response booklets, scantron sheets, scrap paper, and authorized aid sheets.



## MISSED, CANCELLATION AND RESCHEDULING OF EXAMS

- Please advise Accessibility Services about any cancelled, re-scheduled, or exams that you cannot attend. You may be required to provide a medical note or other supporting documentation if you miss your exam.
- A \$50.00 fee will be in place if you miss the exams twice without notifying Accessibility Services.
- If you have missed your examination due to the emergency or medical reason, please arrange a new exam date/time with your instructor and then re-schedule with Accessibility Services.
- If the Test Centre is closed due to an emergency or intermittent weather conditions, the Test Centre staff will contact you regarding rescheduling of your examination.