



EXAM INVIGILATION PROCEDURES STUDENT AGREEMENT

Accessibility Services

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

E accessibility@bcit.ca T 604.451.6963 F 604.432.8839

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

STUDENTS' RESPONSIBILITIES

- Register with the Accessibility Services and provide appropriate documentation of your disability.
- Update your **Individual Accommodation Plan (IAP)** at the beginning of each semester. Make sure to book an appointment with your VRS for such update.
- Schedule your exams with the Accessibility Services Reception a **minimum of ten (10) business days (M–F) prior to the class exam** using the **Online Exam Scheduling Request** electronic form.
- Advise to Accessibility Services if you require other accommodation than added time and/or require additional assistance with setting up your exam.
- Write exams on the same date & time as your class unless otherwise approved by your instructors and the Accessibility Services.
- Please note that Accessibility Services can provide support only within their business hours Monday to Friday, 8:30-4:00. Allow enough time to connect with us during our regular business hours if you have questions regarding a weekend or evening exam.
- Advise Accessibility Services as soon as possible if exam schedule is changed.

TWO DAYS PRIOR TO EXAM

- Log in to the Learning Hub to check if your exam has been adjusted based on your accommodations. If your time has not been adjusted, email accessibility@bcit.ca and cc: your Instructor.
- Be sure you understand the exam rules and expectations of taking the exam online (i.e. Is it an open book exam? Are notes allowed? Can you start the exam at any time or is the exam only available during a certain time frame? If you have clarification questions for your Instructor, will you be able to reach the instructor and if so, how will you do this?

DAY OF EXAM

- Log in to the Learning Hub to check if your exam has been adjusted based on your accommodations. If your time has not been adjusted, call 604.451.6963 and email accessibility@bcit.ca.
- Be sure to start your exam on time. If you begin your exam late you will receive only the remaining time scheduled.
- Please note that we require one business days' notice in the event of a cancelled exam. Please notify Accessibility Services immediately if you are unable to write the exam at the time you have scheduled. In the event of a late cancellation a \$50 fee may be applied toward your BCIT account.
- Contact the Instructor if you miss the scheduled exam. All re-scheduling for missed exams must be approved by your Instructor. Advise Accessibility Services on the re-scheduled date.

I understand and agree to follow the above procedures for exam invigilation in the Accessibility Services.

Signature (digitally sign the form as the last step)	Name
Student Number A0	Date (DD-MMM-YYYY)