



# Online Exams Student Guidelines

Whether you are experienced with online exams or taking them for the first time, there are steps you can take to ensure you are prepared. The following recommendations are suggestions to help you be ready for your online exam.

## Submitting a Request for Exam Accommodations

- If you have exam accommodations indicated on your IAP, you are to submit the [ONLINE EXAM SCHEDULING REQUEST form](#) to the Accessibility Services centre via [email](#). We are available to assist you by phone (604-451-6963) Monday-Friday, 8:30- 4:00 should you need assistance.
  
- Standard deadlines for submissions continue to be the same:
  - REGULAR EXAMS/MIDTERMS** need to be booked at least 5 business days in advance.
  - FINALS** need to be booked at least 10 business days in advance.

## General Exam Preparation

- Familiarize yourself with the Learning Hub in advance and know where you will be accessing your exam.
- Before the exam, be sure that the Instructor has clarified the format, structure, and the rules and expectations of taking the exam online (i.e. Is it an open book exam? Are notes allowed? Are you being proctored remotely by your Instructor or a computer program?). If you require clarification regarding the exam, please contact your Instructor in advance.
- One day before the exam, log in to the Learning Hub to check if your exam time has been adjusted based on your accommodations.

If your time has not been adjusted, email your Instructor and cc: [accessibility@bcit.ca](mailto:accessibility@bcit.ca).

- Note:** Accessibility Services can provide support within their business hours Monday to Friday, 8:30-4:00.

## During the Exam

- Have a clear understanding if you can start the exam at your discretion or if it must be written at a specific date and time.
- If allowed, please be sure to save as you go.
- Questions may be presented one at a time. If needed, be sure to jot down question numbers on a separate piece of paper so you can more easily navigate back and forth through the exam.
- Should you experience any technical difficulties during the exam, please contact your Instructor immediately. If you are unable to reach your Instructor, please call Accessibility Services (604-451-6963) for assistance. If you are not able to reach our office by phone, please [email us](#) so we can try to assist.
  - Note:** Accessibility Services can provide support within their business hours Monday to Friday, 8:30-4:00.

## Setting up space for exams

- At least 15 minutes before the exam, set up your environment to make sure you do not have any computer or internet access issues.
- You might want to set a timer to go off 10 minutes before your time is up.
- Set up your space before taking your exam to minimize distractions:
  - Turn off phones.
  - Be sure you are in a private space to minimize disruptions from anyone else in the household.
  - Have all allowed materials available and organized before starting the exam.

As we work to adjust to the new online format we will send you further updates as they become available. We have also listed many [FAQ's on our website](#).

Please do not hesitate to reach out to us with any questions or if you need any supports.