

Instructions for Instructor Letter and Exam Accommodations

What Do I Do With My “Instructor Letter?”

A letter is attached for your use for the academic year 2011/2012.

1. Make copies of the "Instructor Form" for your instructors. Copying is free if you use the copier in the counselling area.
2. Contact your Instructors before, or on the first day of class, to discuss the accommodations and give them a copy of the "Instructor Letter"
3. Instructors must be contacted at least one week before any accommodations will be provided
4. The "Instructor Letter" is only valid for the academic year Sept 2011/Aug 2012. Please meet with the Disability Advisor to renew your "Instructor Letter" before August 31.

What Do I Do With My “Exam Accommodation” Form?

If you have been approved for exam accommodations, you are required to complete the attached "Exam Accommodation" form for each of your courses and return it to the Disability Advisor at least 1-2 weeks before the exam date. Exams will not be accommodated with less than one week notice.

5. Pick-up copies of the “Exam Accommodation” form from counselling reception or the Disability Advisor.
6. Contact all your instructors to discuss exam accommodations, exam format and dates, and have your instructors complete dates, times and sign the form. Return it to the Disability Advisor a minimum of one week before the exam.
7. The Disability Advisor requires 7 days notice to schedule all exams. The completed form must include dates, times and signed by the instructor. Exam accommodations will not be provided if forms are incomplete or late.
8. Exam forms can be scanned or emailed with the Instructors signature, or they can be sent directly to the Disability Advisor.

Request for Exam Accommodation

Procedures for Exam Accommodation:

1. **STUDENTS** take the exam accommodation form to instructors to complete and sign. Return the white copy to the Disability Advisor **at least one week (7 Days)** before the exam date. Give the yellow copy to instructor. Forms **must** be completed and signed to receive accommodations.
2. **INSTRUCTORS** deliver electronic exam to Disability Advisor at ssdexams@kwantlen.ca or hard copy exam to Counselling receptionist **at least 2 working days prior to the exam date.**

Exam Return: Electronic Exams returned to Instructor's Kwantlen email address
Hard Copy Exams returned to Instructors campus mailbox

TO BE COMPLETED BY STUDENT

Student's Name: _____ Student #: _____

Phone #: _____ Email: _____

Course Name: _____ Section/CRN: _____ / _____

Student's Signature: _____ Date: _____

TO BE COMPLETED BY THE INSTRUCTOR

Instructor's Name: _____ Campus Mail Box: **S R L C**

Office Phone #: _____ Voice Mail: _____ Cell/Pager: _____
 (# you can be reached at during exams)

Email: _____ Office #: _____

COURSE EXAM DATES & TIMES – (Includes In-class Quizzes, Midterms, Finals)
*Please – **Do Not** add on students additional exam time*

Must Be Completed

1. Date: _____	Time: _____ to _____
2. Date: _____	Time: _____ to _____
3. Date: _____	Time: _____ to _____
4. Date: _____	Time: _____ to _____
5. Final Exam: _____	Time: _____ to _____

Computer for electronic exams
 Calculator
 Formula Tables
 Dictionary for Definition of Words
 Open Book/Notes
 Other _____

Instructor's Signature: _____ Date: _____