



Maggie Benston Centre 1500
8888 University Drive
Burnaby BC V5A 1S6
TEL +1 778 782 3111
FAX +1 778 782 4384
www.sfu.ca/cal
EMAIL caladmin@sfu.ca

How to Access CAL Services

Step 1: Complete the Online Application

To indicate your interest in being considered for accommodations and to provide initial information about the nature and impact of your disability, complete the [Application for Services form](#) as soon as possible.

If you are unable to access the online form, please email us at caladmin@sfu.ca to request a PDF version of the application.

Step 2: Submit Documentation

Step 4: Activate your Accommodations Online (if eligible)

Once your Disability Access Advisor has determined your eligibility for accommodations, you will use an online system to send notifications of these accommodations to your instructors. You must do so for each class that you wish to access your accommodations. Accommodations are also to be renewed each term using the online system.

Step 5: Book your Accommodated Tests Online

In order to access your accommodations for tests, you must book each test using the CAL online test booking system within our deadlines – 1 week prior to each test/midterm, and 2 weeks before the start of the final exam period.

Your instructor will receive notification of your request, and will note any specifications, restrictions or allowances (e.g., closed book, use of a cheat sheet, use of calculator) that you must adhere to when writing the exam.

Use the "My Upcoming Events" section of the online exam request system to review the date and start time of your upcoming test(s).

Always double-check your exam dates, times and location to confirm that all details are correct and all accommodations are in place.

Please contact us if you have any questions! Call 778.782.3112 or email caladmin@sfu.ca