



acknowledges receiving the notice. This, in turn, triggers a confirmation notice which is sent to the registrant's SFU e-mail account.

: If a registrant does not initiate accommodations by one of the means described above, it is generally understood that they are not seeking accommodations for that particular course or term.

REQUESTING A CHANGE TO ACCOMMODATIONS

Registrants need to make an appointment with their DAA as soon as possible if requesting a change to their accommodations during the term. The decision about whether or not a change is granted may require some deliberation before a decision is made.

UPDATES ON CURRENT STATUS – IF YOUR CONDITION CHANGES

It is the registrant's responsibility to inform the CAL of a change in their disability or situation, and to provide the appropriate documentation as soon as possible. A delay in communicating with the DAA and providing the necessary information may result in (t)-iding is

ON-LINE BOOKING OF AN EXAM

- CAL registrants are required to submit a request to write any exam using the online exam booking system. Here is the link: <http://www.sfu.ca/students/accessible-learning/utilizing-accommodations/online-test-exam-booking-for-students.html>
- For each quiz, mid-term or final exam to be written with accommodations in place,

, which are as follows:

 - If accommodations are required for any mid-term or quiz, the deadline to



START TIMES FOR MID-TERMS AND FINAL EXAMS

- Generally, it is expected that CAL registrants will be writing the exam in similar circumstances as the class (i.e., remote exams will be written remotely, and in-person exams will be written in person).

- The online test booking system schedules tests to align with the class start time by default. If this results in a time conflict for you due to the extended time overlapping with another class, then please continue to book the exam as usual AND promptly contact CAL exam desk at: calexams@sfu.ca to explore whether a resolution is possible.

- Most tests and exams will occur at the same time as the class,
 - For any in-person test that begins at 4:30 pm or later, you will usually start at the Centre at 4:15 pm.



(30 minutes into the regular in-class writing time)
for exam security purposes, when required. During the hold, there will be no access to electronic devices such as cell phones or laptops; however, access to items such as personal food and study materials will be allowed.



- If registrants wish to use the washroom during an in-person exam, they must raise the red sign located on the desk to alert an invigilator. The registrant will be escorted to and from washroom.
- If a registrant must urgently leave unaccompanied,

EXAM MONITORING/INVIGILATION

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