



## Test/exam Accommodations for Students with Disabilities at Carleton University

Under the *Ontario Human Rights Code*, Carleton University is legally obligated to provide accommodations to students with disabilities for their tests and examinations.

Carleton's *Policy on Academic Accommodation for Students with Disabilities* states: "Carleton University is committed to providing access to the educational experience and accommodation to the point of undue hardship in order to promote academic accessibility for individuals with identified and duly assessed disabilities".

In order to meet its obligation to its students, the University designates a shared responsibility for implementing appropriate accommodations, involving students, course instructor(s), and administrative units [Paul Menton Centre (PMC), Scheduling and Examination Services (SES), and individual Departments/Schools/Institutes within the university].

To receive accommodations for a disability (whether permanent or temporary), a student is required to register with the PMC each term and meet with a PMC coordinator, who will issue a Letter of Accommodation (LOA) to the student's course instructor(s) as appropriate. Students are encouraged to follow up with their course instructor(s) to discuss their required accommodations no later than two weeks prior to the date any test or exam accommodation is needed (or as soon as possible after the need is identified, such as a student who has a temporary disability).

A course instructor's responsibility varies according to the type of test or exam:

### **In-Class tests/midterms:**

The course instructor must make arrangements for approved accommodations. There are 2 options:

#### A. Accommodate the student themselves

Course instructor can arrange for their students to write the test/exam in their department. *Note:*

- Any modification to accommodations listed on an LOA must be supported by the student's PMC coordinator.
- Students can elect not to use any or all of their accommodations.

If you have questions about how to meet students' accommodation needs, please refer to <http://carleton.ca/pmc/faq/>, or contact the PMC office at [pmc@carleton.ca](mailto:pmc@carleton.ca).



- B. Request the assistance of the McIntyre Exam Centre (MEC), which is part of Scheduling and Examination Services

MEC services include: arranging for space, providing approved computers/assistive technology and ergonomic furniture, notifying students/instructors of specific times and locations, providing invigilation, and delivering completed tests.

To use MEC, instructors must follow these steps:

1. Visit the “Exam Room Booking” form under the Faculty Services tab on <https://central.carleton.ca> to reserve space for your students. This must be done at least 2 weeks before the test/exam date and time\*.
2. Drop off sufficient copies of the test/exam, booklets and scantron sheets to MEC in UC 133 at least 3 business days before the test/exam date and time.

\*If you miss the 2-week advance booking deadline, it may not be possible to accommodate your student through MEC, you may choose to accommodate the student yourself (option **A**, above), or contact MEC for other options.

For online courses with in-class tests or midterms: the Carleton University Online (CUOL) office makes all arrangements and bookings for students who are registered with PMC, whether they are writing at Carleton or at a distance. For more information, please visit <http://carleton.ca/cuol/>. Questions regarding CUOL midterms may be directed to the CUOL office at [cuolexams@carleton.ca](mailto:cuolexams@carleton.ca).

### **Exams held during formal examination periods:**

For these exams, MEC makes all arrangements for students who have registered with PMC by the deadlines set out in the [Academic Year – Undergraduate Studies](#). Course instructors do not need to book space for their students. MEC may notify a course instructor if assistance is needed to provide a specific accommodation (e.g. exam questions in an alternate format).

If you have questions, please refer to <http://carleton.ca/ses/mcintyre-exam-centre/> or contact the MEC office at [mecinstructorinquiries@carleton.ca](mailto:mecinstructorinquiries@carleton.ca).

For online courses with exams held during formal exam periods: the Carleton University Online (CUOL) office handles all requests for *distance* exams from students who are registered with PMC. Questions regarding these special arrangements may be directed to the CUOL office at [cuolexams@carleton.ca](mailto:cuolexams@carleton.ca).