

Information for Instructors

University Policy:

The University of New Brunswick is committed to the equitable treatment of students with disabilities. The University allows for consideration of academic accommodations in courses for students with special needs (Section III, Part F of the UNB Calendar).

Accommodations Procedure:

1. The student provides the Counsellor with professional reports documenting his/her disability. These confidential documents are kept on file in Student Services.
2. The student completes part I of “Request for Academic Accommodations” form and takes it to the Counsellor who signs in acknowledgement.
3. The student then visits the instructor and explains that s/he requires special accommodations and leaves the form with the instructor.
5. The instructor completes part II of the form, signs, makes a copy for his/her records, and returns the form to the Counsellor. The instructor may contact the Counsellor (hmoore@unbsj.ca, 636-6260) to verify that the student has a condition that requires accommodations and that the requested accommodations are in keeping with the student’s condition.
6. The Counsellor keeps the original form in the student’s file in Student Services.

Test and Exam Accommodations:

Student Services provides support for faculty and students in the accommodation process. Instructors are asked to indicate on the form the dates, times, and durations for all tests and exams requiring accommodations. Student Services can provide support for these accommodations as resources allow.

If the instructor wishes to have tests or exams administered through Student Services, s/he should follow these steps:

1. Indicate the date, start time, and regular duration of all tests/midterms/exams on part II of the Request for Academic Accommodations form. Please note: Student Services will arrange for students to write accommodated tests during office hours when possible.
2. The Counsellor will confirm the arrangements of tests/midterms/exams (date, time, location) with the instructor and student 5-7 business days prior to the date indicated on the form.

3. Instructor either drops a copy of the test or exam and all material required (exam booklet, etc.) off in exam drop-off box (outside Oland Hall G16) or e-mail a copy to Holly Moore (hmoore@unbsj.ca, OH G16) at least **24 hours prior** to the writing of the test or exam.
4. After the test/exam is completed, it will be returned to the instructor's departmental secretary within 1-2 business days.

For tests being written during office hours, staff of Student Services will monitor the student. For exams, Student Services will make arrangements to have invigilators overseeing the students.