

A Guide on Submitting Exam Information

UBC CENTRE FOR ACCESSIBILITY

UPDATED SEPTEMBER 2023



Purpose:

This document is to guide you on how to navigate the online portal of the Centre for Accessibility (CfA) to provide exam information such as exam duration, format, allowances, etc. Please be reminded that for the Centre for Accessibility to provide accommodated exams to students who are registered with the CfA, exam information must be received from instructors at least two business days prior to the scheduled exam date.

For exam-related inquiries, please reach out to the Exam Coordinators via email at exam.coordinator@ubc.ca or via phone at (604) 822-0952. Thank you for your support.

Step 1: Log in with CWL

- i. Visit the website of the Centre for Accessibility at: <https://students.ubc.ca/accessibility>.
- ii. Scroll down to locate “Information for faculty”.
- iii. Click on “**Faculty login**” and log in with your CWL username and password.

Requesting an accommodation

Before requesting an accommodation, you must [register with the Centre for Accessibility](#).

If you're already registered with the Centre, submit an accommodation letter and/or exam reservation request by logging in.

If eligible, submit your peer notetaking request as well. Review important [2021/22 note taking program changes](#).

Student login

The Centre for Accessibility Online Services Portal is for UBC Vancouver students.

Information for faculty

If you are a faculty member, please log in to view student accommodation letters and upcoming exams requested by your students registered with the Centre. The list of Accommodation Letters does not represent the students who have booked an exam.

Faculty login

Step 2: Locate the Course(s)

On the main page:

Click on “**Courses**” to be directed to a list of courses of the current term.

Click on “**Accommodation letters**” to view/download accommodation letters.

UBC THE UNIVERSITY OF BRITISH COLUMBIA

Courses Accommodation letters Help

Courses Show term: Summer Session Term 1 2023 Refresh

Your courses are listed below. For instructions, click the 'Information' link to the left.

I understand that this system contains sensitive personal information. I certify that I am authorized to access this system and that I will comply with the [Terms of Use](#). By moving on to the next section, I agree to the terms outlined above.

*The Accommodation Letters link does not represent the list of students who have booked to write this exam. The list of bookings will show up when you click on Test and Exams

Course	Options
CHEM 3 SECTION: LEC (TERM: 2) UBC	Accommodation Letters Tests and Exams
CHEM 2 SECTION: LEC (TERM: 1) UBC	Accommodation Letters ★ Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

Exam inquiries: 604-822-0952 | Accommodation inquiries: 604-822-5844

Click on the **drop-down menu** to view a different academic term.

Course(s) with upcoming exam(s) are marked with a golden star. Click on “**Tests and Exams**” for edit.

Step 3: Enter Exam Information

[Courses](#) [Accommodation letters](#) [Help](#)

Scheduled tests and examinations for:

CHEM 2 section E.C (1) UBC : (2023 May 15 to Jun 29)

Your scheduled accommodated examinations for this course are listed below. Please note that the times indicated below are student submitted dates and times. This information will be overwritten with the course information you submit. Please select the Confirm icon for the test you are providing information or materials for. *Note that if you submit your exam prior to 7 days before the exam date you will still receive an automated reminder to provide class allowance information and the exam. Please disregard this email if you've already provided the exam.

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	June 16 Friday (2023)	12:00 PM (45 minutes) <i>Last modified: 2023-05-17</i>	No		 Confirm/Edit
Test	June 9 Friday (2023)	12:00 PM (45 minutes) <i>Last modified: 2023-05-17</i>	No		 Confirm/Edit
Test	June 2 Friday (2023)	12:00 PM (45 minutes) <i>Last modified: 2023-05-24</i>	No		 Confirm/Edit
Test	May 26 Friday (2023)	12:30 PM (40 minutes) <i>Last modified: 2023-05-23</i>	 Yes	 Review file	Passed cutoff - please call or email

Back to course list

Exam inquiries: 604-822-0952 | Accommodation inquiries: 604-822-5844

The closest upcoming exam appears at the bottom. Click on **“Confirm/Edit”** to enter/modify exam information for each upcoming exam.

***Important:**

Changes made within 24 hours of the exam scheduled start time must be sent to the Exam Coordinators at **exam.coordinator@ubc.ca**

Step 3: Enter Exam Information (continued)

3a. "Test Details"

Confirm exam date, start and end time for the regular exam sitting in class.

*Writing times will be adjusted for students with extended-time accommodations by the CfA, where applicable.

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

1. Test / Exam Information

Course: CHEM 2 sect. LEC (1) UBC

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test: 6-16-2023

Test start time: 12:00pm

Test end time: 12:45pm

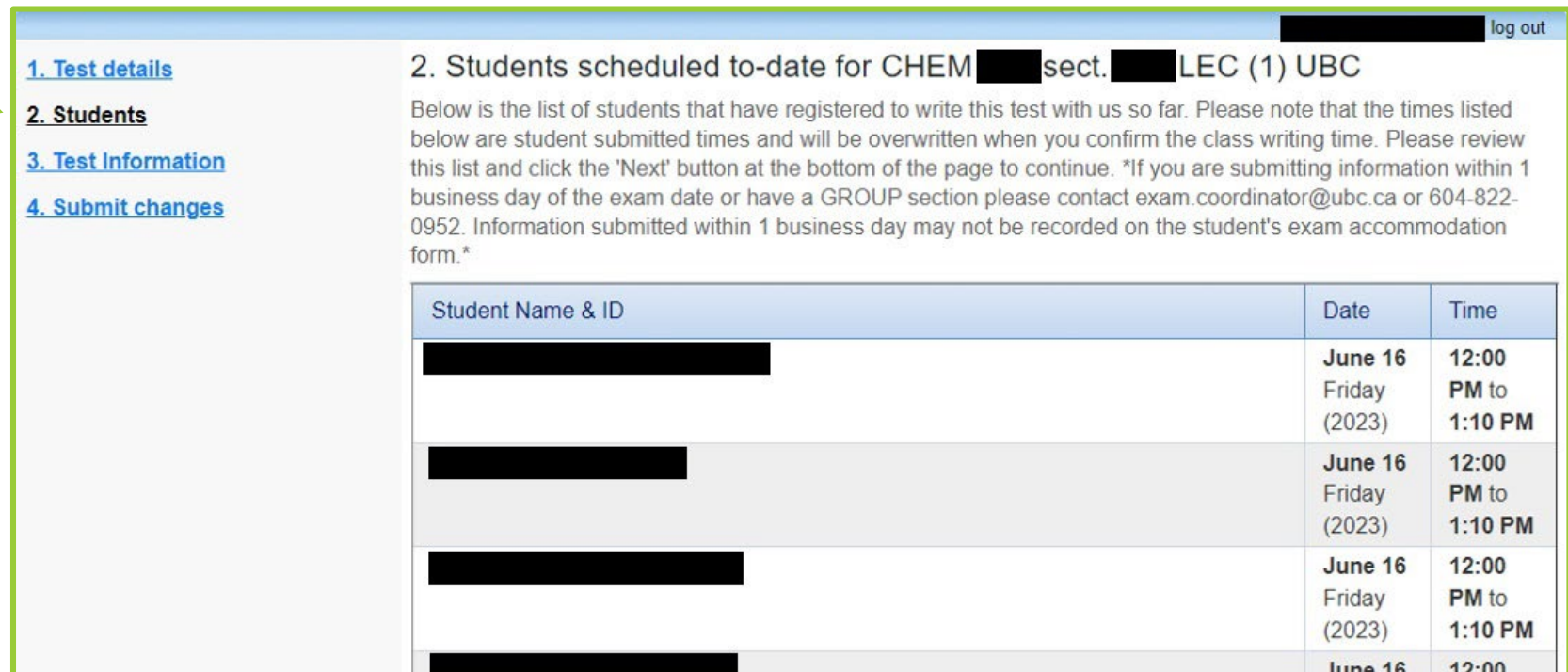
Previous Next Cancel

Exam inquiries: 604-822-0952 | Accommodation inquiries: 604-822-5844

Step 3: Edit Exam Information (continued)

3b. “Students”

Review a list of students writing the exam with the CfA, and their writing time.



log out

[1. Test details](#)

2. Students

[3. Test Information](#)

[4. Submit changes](#)

2. Students scheduled to-date for CHEM [REDACTED] sect. [REDACTED] LEC (1) UBC

Below is the list of students that have registered to write this test with us so far. Please note that the times listed below are student submitted times and will be overwritten when you confirm the class writing time. Please review this list and click the 'Next' button at the bottom of the page to continue. *If you are submitting information within 1 business day of the exam date or have a GROUP section please contact exam.coordinator@ubc.ca or 604-822-0952. Information submitted within 1 business day may not be recorded on the student's exam accommodation form.*

Student Name & ID	Date	Time
[REDACTED]	June 16 Friday (2023)	12:00 PM to 1:10 PM
[REDACTED]	June 16 Friday (2023)	12:00 PM to 1:10 PM
[REDACTED]	June 16 Friday (2023)	12:00 PM to 1:10 PM
[REDACTED]	June 16	12:00

Step 3: Enter Exam Information (continued)

3c. "Test Information"

Input exam format, invigilation format, etc. and any details we need to know about the exam, and upload exam paper, if applicable.

3d. "Submit Changes"

Confirm the information entered and proceed with submission.

1. [Test details](#)
2. [Students](#)
3. [Test Information](#)
4. [Submit changes](#)

3. Test Information for CHEM 100L sect. 100L LEC (1) UBC

Please provide exam details below. We will adjust per accommodation. Fields marked with * must be filled.

* Exam Format*

Paste URL for Canvas exam (Must paste exact URL)

* Do you want to OPT- OUT of Canvas adjustments?*

If Other, Please specify name of the online platform

Note: This is for information purposes only - we do not have access to extend time on platforms other than Canvas

PASSWORD FOR ONLINE exams

* Exam Supervision*

Questions or Concerns?

If you have any questions about these processes, please contact an Exam Coordinator by emailing exam.coordinator@ubc.ca or calling (604) 822-0952.