



Access and Inclusion Services Student Guide:

*How to access your academic accommodations
and request accommodated assessments*

Submit a Semester Request

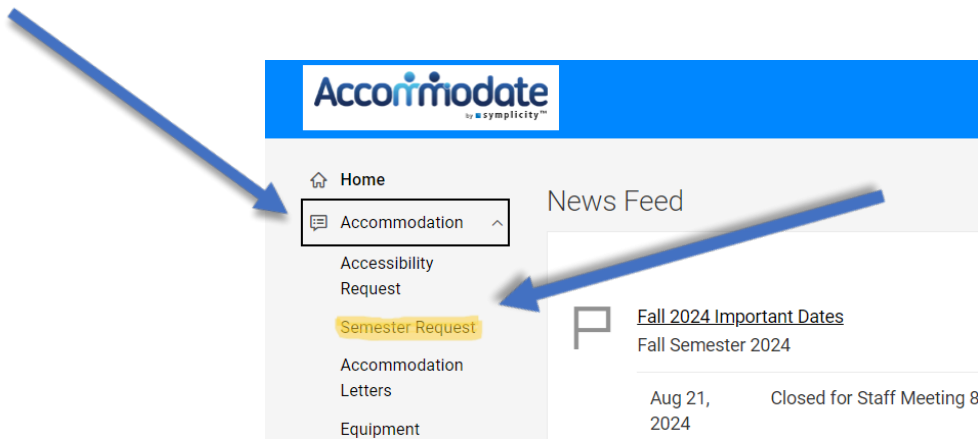


Each semester you must submit a **Semester Request** as it:

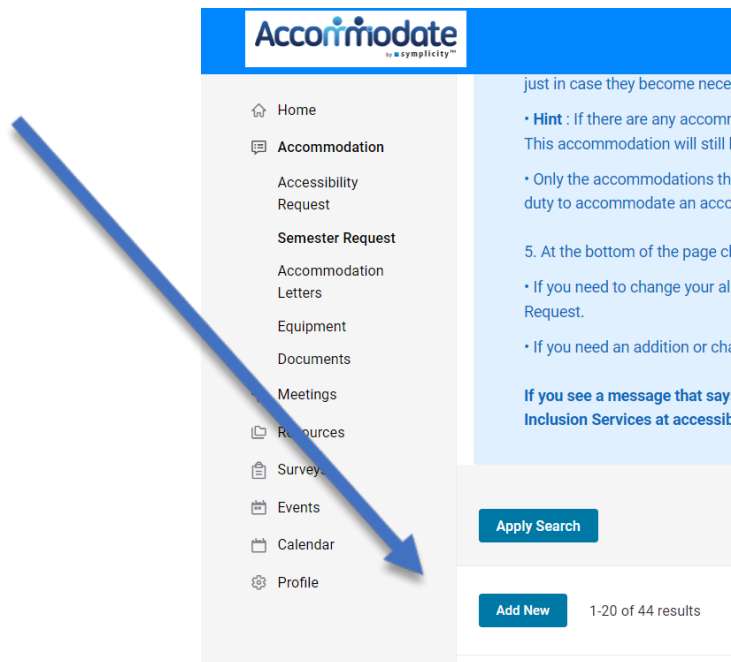
- tells our office that you are registered for classes and that you would like to access your academic accommodations for that semester.
- signifies to your instructors that your academic accommodations are valid for that semester.

1. Log into Accommodate: mru.ca/accommodate

2. Click **Accommodations > Semester Request**

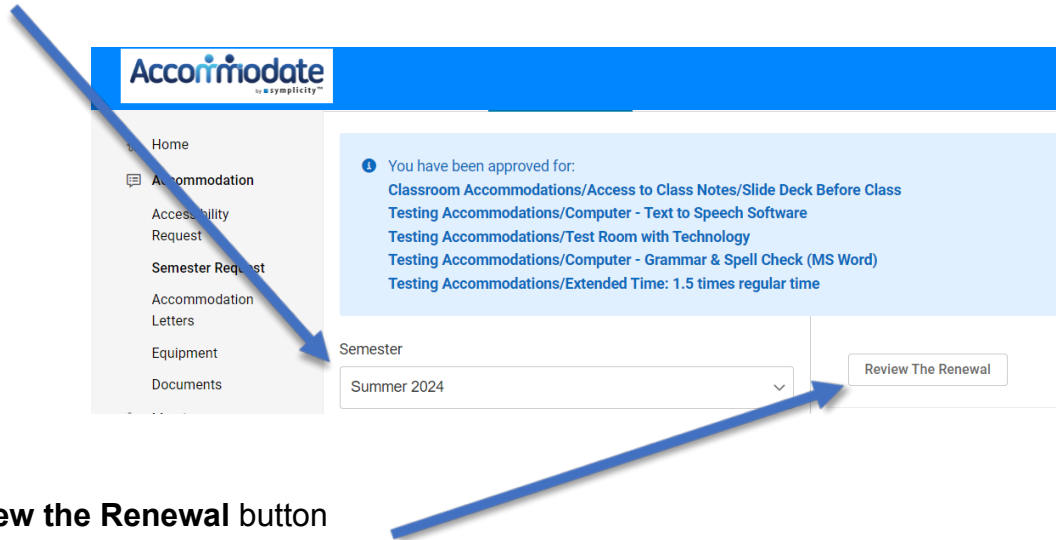


3. Click the **Add New** button



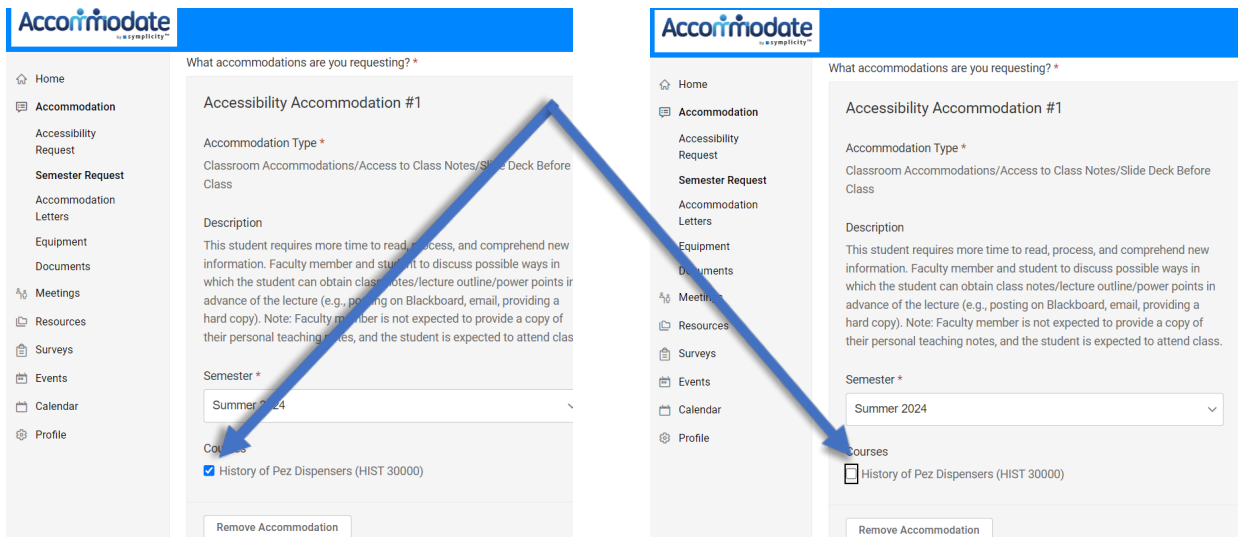
4. Review your approved accommodations. If they are incorrect, contact your Access Advisor

5. From the drop-down menu, select the current semester



6. Click the **Review the Renewal** button

- You will see each of your accommodations with a list of your classes below. Review each accommodation and uncheck any classes that you do not need that accommodation for.



- Hint: Accommodate will automatically select all classes. It may be in your best interest to select all classes for each accommodation just in case they become necessary.
- Hint: If there are any accommodations that you will not require for any of your classes you can click on **Remove Accommodation**. This accommodation will still be an option in future semesters.
- Only the accommodations that you select will be sent to the instructor for that course.

7. At the bottom of the page click the **Submit** button

- If you need to change your approved accommodations during the semester you may do so by submitting another Semester Request.
- If you need an addition to your approved accommodations you must contact your Access Advisor.

Informing Your Instructors of Your Accommodations

1. Your Semester Request will be reviewed by our office (please allow 1 business day). Once it has been processed your instructor(s) will be notified of your accommodations through their faculty portal on Accommodate.
2. When your instructor is notified of your accommodations the duty to accommodate has begun.
3. You will receive an email from our office so that you are aware of when your instructor was notified of your accommodations.



Once your instructor has been informed of your accommodations (via Accommodate) it is recommended that you and your instructor communicate about how your accommodations will be applied in that course. Doing so helps to work out details so that everyone has the same understanding and expectations.

Faculty (Instructor) Acknowledgement

Your instructor will provide acknowledgement of your accommodations to our office by following the necessary steps in their faculty portal in Accommodate. Faculty Acknowledgment is required before you can write an assessment in the Accommodated Exam Centre.

Completing Assessments in the Accommodated Exam Centre (Y201)

Accommodated assessments can include but are not limited to quizzes, tests, midterms, lab exams, timed in-class assessments, and final exams.



Students writing on-campus accommodated assessments *must* write in the Accommodated Exam Centre (exceptions may include lab exams).

Students writing off-campus accommodated assessments may choose to write in the Accommodated Exam Centre.

If writing in the Accommodated Exam Centre, you must submit an Exam Seating Request using the steps outlined below.

Accommodated assessments during the regular semester:



Exam Seating Requests should be submitted as early in the semester as possible.

Exam Seating Requests must be submitted **at least 7 days in advance of the assessment date**. Late requests (fewer than 7 days' notice) will not be accepted.

If your assessment date is:	You <u>must</u> request by 11:59 pm the previous:
Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday

Accommodated assessments during the final exam period:



Exam Seating Requests should be submitted as soon as the final exam schedule is released. See the [critical dates calendar](#).

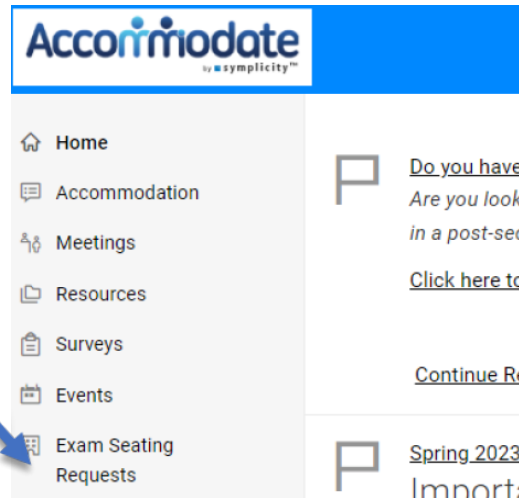
Exam Seating Requests must be submitted **by the posted deadline**. Requests received after the deadline will not be accepted.



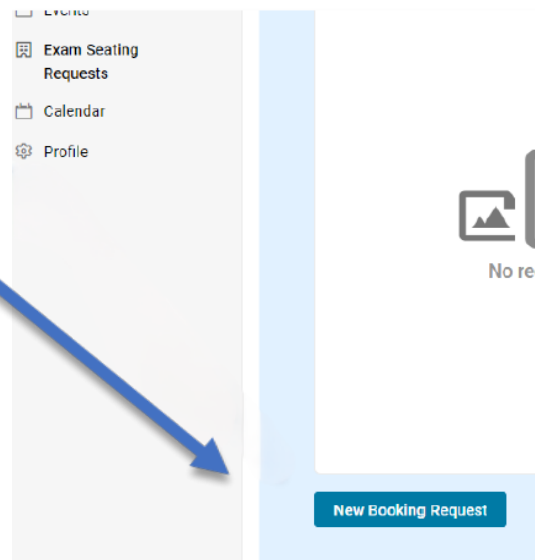
Check out our [exam seating request video](#).

Enter your information:

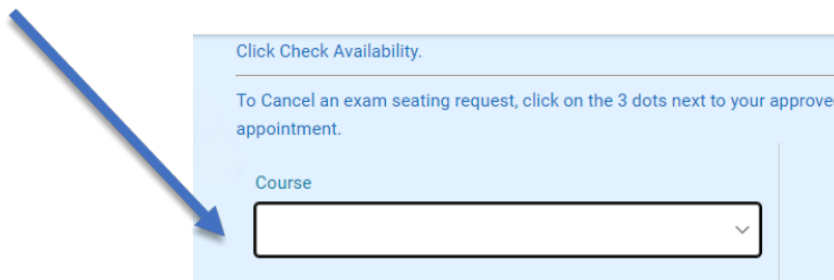
1. Log into [Accommodate: mru.ca/Accommodate](https://mru.ca/Accommodate)
2. Click **Exam Seating Request**.



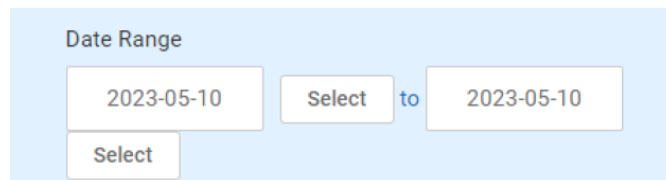
3. Click the **New Booking Requests** button.



4. Choose your course from the dropdown box.



5. In the **Date Range** field, enter the exam date as the start and end date.



6. Enter the **Time Range**. **Do not change the Time Range field**.
7. Select the option **Yes** in the **Override Course Length** box.

Override Course Length
 If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes).

Yes No

8. Choose the length of time (in minutes) that the class gets to write the exam from the dropdown menu.

How long (in minutes) class gets to write exam

90

9. **Do not adjust** the “Building, Specific Accommodation Required, Room(s) and Days of the week fields”.

10. Click the **Check Availability** button.

[Check Availability](#) [Back To My Booked Rooms](#)

Select your seating time and room:

1. Pick a time that overlaps with the class writing time. You might not start at the exact same time as your class, but there should be some overlap.
 - o If you cannot find a time that overlaps with the class, you must obtain your instructor’s permission before submitting an exam request. Check the corresponding boxes to indicate that you have your instructor’s permission.

*Room 2: Technology (F, closes 4:30pm) 9:00 am
 (7 of 8 slots available)

*Room 3 (F, closes 4:30pm)
 (7 of 8 slots available)

*Room 2: Technology (F, closes 4:30pm) 10:00 am
 (7 of 8 slots available)

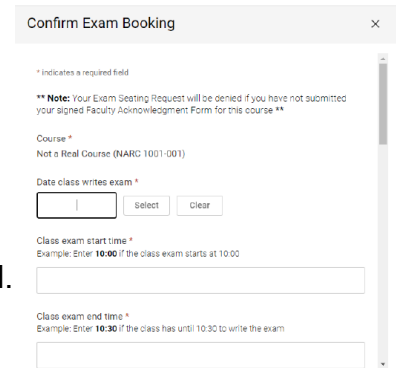
*Room 3 (F, closes 4:30pm)
 (7 of 8 slots available)

2. Under the time you’ve selected, select a room. All rooms shown will meet your accommodation requirements.

Confirm exam booking:

In the **Confirm Exam Booking** pop-up:

1. Enter the name of the exam (check your course syllabus).
2. Enter the date the class will write the exam.
3. Enter the time the class exam is scheduled to begin and end.
4. Indicate if this is a D2L exam.
5. Include information regarding extra materials your instructor has indicated you are allowed to use (e.g. programmable calculator, sheet of notes, textbook, etc). If you do not need a computer for the exam please state that.
6. Click the **Submit Request** button



The screenshot shows a 'Confirm Exam Booking' pop-up window. It includes a close button (X) in the top right corner. Below the title, there is a note: '* indicates a required field' and '** Note: Your Exam Seating Request will be denied if you have not submitted your signed Faculty Acknowledgment Form for this course **'. The form contains several fields: 'Course *' with a dropdown menu (example: 'Not a Real Course (NARC 1001-001)'), 'Date class writes exam *' with a date picker and 'Select'/'Clear' buttons, 'Class exam start time *' with a text input field (example: 'Enter 10:00 if the class exam starts at 10:00'), and 'Class exam end time *' with a text input field (example: 'Enter 10:30 if the class has until 10:30 to write the exam'). At the bottom right, there is a blue 'Submit Request' button.

Monitor your exam requests:

You can see the status of your Exam Seating Request under **Pending Booking Requests**, located in Accommodate. Pending Booking requests are processed in chronological order of the assessment date. Rest assured, your request will be processed prior to the exam date. You will receive an email when your Exam Seating Request has been processed.

Commonly Asked Questions

Who is my Access Advisor?

Your Access Advisor is the individual who you met with during your intake conversation. Your Access Advisor's name and contact information are at the bottom of your Accommodation Letter.

Who do I contact if there are questions or concerns about my accommodations?

Please contact your Access Advisor as soon as possible.

What do I do if my instructor denies one of my approved accommodations?

Please contact your Access Advisor as soon as possible.

Where will I write my accommodated assessment?

- Our office uses various exam locations on campus.
- Check your MRU email the morning of your accommodated assessment to see what room you are writing in. Please go directly to that room.

- You will have access to all of your exam accommodations regardless of your exam location.

Who do I contact if I have questions, problems, or concerns with submitting accommodated exam requests?

Please contact the Exam Team by calling 403-440-6868 or emailing accessibility@mtroyal.ca