



UNIVERSITY OF BRITISH COLUMBIA

FACULTY OF LAW | AT ALLARD HALL

EXAMINATION ACCOMMODATION REQUEST FORM

Note: This form is for examination accommodations only. If you are seeking an extension for a paper or an assignment, you must complete the form entitled "Paper or Assignment Extension Request Form". **Please also read the Examinations Committee Procedures Governing Requests for Academic Concession by JD Students** on-line at <http://www.law.ubc.ca/fishbowl/notices.html>.

* CONFIDENTIAL WHEN COMPLETED *

Submit completed form to: Pamela Cyr, Assistant Dean, Students, in the Student Services Office for deferrals; Susan Morin, Director, Student Academic Services, in the Student Services Office, for arranging for exams to be taken at Access & Diversity/DRC. If you are submitting medical certificates or supporting documentation, you should retain a copy of each document for your records. If you are unable to submit these documents in person, you may fax them to the attention of Pamela Cyr or Susan Morin at 604.822.9486.

Note: The Chair of the Examinations Committee, or his/her Delegate, will not consider this request until this form is complete and all information or documentation relating to this request has been submitted. Requests for accommodation respecting already missed exams must be made no later than 3 days after the exam date.

Term (Check the appropriate box. If you are seeking an accommodation for more than one term, you must use a separate form for each one):

- 1 (Fall) 2 (Spring)

PLEASE PRINT CLEARLY

Section 1: To be completed by student. UBC Student Number: _____ Law Year: _____

Last Name: _____ First Name: _____

Home Telephone: _____ E-mail Address: _____

List all courses for which you are seeking an examination accommodation. All information is required to process your request.

Course #	Section #	Course Name	Instructor	Exam Day	Exam Date	Exam Time

Please check the nature of your accommodation request:

- Defer/Reschedule
- Arrange to take Exams at Disability Resource Centre, Access & Diversity
- Other (specify): _____

*** Please turn over and complete other side***

Indicate reasons for this request by circling the appropriate category. Explain these reasons in the space provided below; attach a separate sheet if necessary. Attach all supporting documentation.

a) medical grounds b) compassionate grounds c) religious grounds.

Reasons:

Section 2: To be completed by student.

1. I acknowledge that I may be writing in a room without a clock.
2. I acknowledge that, in most cases, I will be writing in a room with other students.
3. If I am deferring my examination(s) to a later date, I acknowledge that my examination(s) will be rescheduled during the following periods, unless I have received express permission from the Chair of the Examinations Committee to deviate from these dates:

First Year Courses:

December examinations: January 23 to January 27, 2012
April examinations: July 3 to July 13, 2012

Upper-Year Courses:

December examinations: January 30 to February 10, 2012
April examinations: July 3 to July 13, 2012

Furthermore, I understand that the actual date and time of my examination(s) will be communicated to me by e-mail and that if I have not received notification at least two weeks prior to the applicable deferred examination period, that it is **my** responsibility to contact the Faculty of Law and confirm the date and time myself. I am aware that if I fail to appear for my deferred examination(s), a mark of zero will be entered and I will fail the course(s).

Student's Signature

Date

Section 3: To be completed by Chair of the Examinations Committee.

I **approve** this accommodation request I **do not approve** this accommodation request

Comments:

Authorized Signature

Date