

## MEMORANDUM

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**DATE:** April 2, 2004  
**TO:** Deans and Chairs  
**FROM:** Angela Neufeld, Centre for Students with Disabilities  
**SUBJECT:** April 2004 Final Exams

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**Please pass on this information to your full-time and part-time faculty.**

The Centre for Students with Disabilities (CSD) will be providing supervised rooms for students requiring extended time during Algonquin's final exam week. Please note that students must be registered with the CSD and must have this accommodation written in their Individual Student Plan in order to access this service. The college policy is an additional 50% more time, which may be added either at the beginning or end of the original exam time. If necessary, professors and students may negotiate an alternative exam time within the exam period for the students to complete the exam in the CSD exam room (e.g., evening CE students). All exams must be completed by 7:00 p.m.

**Students are responsible for picking up the exam forms from the CSD office and taking them to their professors, where students and professors should complete the forms together to be sure both are in agreement as to all the details of the exam. Students MUST bring the completed white copy of the form to the CSD Office (C142) one week (7 days) prior to the exam date in order to be accommodated. Students who bring late forms will not be accommodated. When a professor is not available, another faculty member such as the program co-ordinator may complete the professor portion of the exam form.**

**Professors are responsible for providing the CSD with a copy of the exam with the pink copy of the exam form attached. Professors must pick up completed exams in the CSD office.** The CSD will not return exams through inter-office mail. The CSD requests that professors drop by the exam room to answer student's questions. A list will be posted outside each exam room to indicate where students are writing.

The CSD may be able to accommodate a small number of extended-time exams that fall outside of the below dates and times; however, students who write in the CSD office because of special accommodations, such as a reader or scribe, will be given first priority.

Dates, locations, and times for the extended-time rooms are as follows:

**April 23 – May 1, 2004 (excluding Sunday, April 25)  
Room C043 and C045  
8:00 a.m. - 7:00 p.m.**

If you have questions, please contact Carletta Shannon (ext. 6170) or Angela Neufeld (ext. 5575).

Thank you.  
c.c. Raymonde Hanson