

## Booking Accommodated Exams: Student and Instructor Process

### Student:

#### Step 1:

- *Student* provides the instructor with an accommodation memo a minimum of four **(4)** business days prior to the first exam for which they are requesting accommodations.

#### Step 2:

- *Student* initiates the exam booking procedure by completing an online [Testing Services Exam Request form](#) located on [sait.ca](http://sait.ca) a minimum of three **(3)** business days (to the hour) prior to the semester test or exam date and a minimum of ten **(10)** business days before the start of final exam week. Final exam submission due dates will be posted on the Accessibility Services webpage on [sait.ca](http://sait.ca)
- Once a student has completed the exam request form, *Instructor* will receive a copy of the request via email. This email will include a partially completed [Testing Services Invigilation form](#) (fillable pdf).

### Instructor:

#### Step 3:

- *Instructor* reviews the [Testing Services Invigilation form](#) for accuracy
- If there is a discrepancy with the exam request, instructor will “reply all” with any changes or concerns.

#### Step 4:

- If the [Testing Services Invigilation form](#) exam request is acceptable, *instructor* completes and submits the [Testing Services Invigilation form](#) along with the exam to Testing Services via email or in person, as described below
- Note: **DO NOT** send the exam or completed form via [exam.requests@sait.ca](mailto:exam.requests@sait.ca) as the student is included in all replies.

### Email

- Complete and email the **Testing Services Invigilation form** to [tcdrop@sait.ca](mailto:tcdrop@sait.ca) and attach the exam as well as any other requisite materials. If you have multiple students taking the same exam you can attach invigilation forms for each student to the one email (*see sample email on next page*).
  - 1) Email subject MUST include: *Exam Date, Exam Name, Student First & Last Name*. This helps us prioritize the exam)
  - 2) If the exam includes a scantron sheet please attach an image of it to this email. Testing Services has various types of scantron sheets on hand and can match your exam with the appropriate scantron sheet
  - 3) You will receive an automated reply from Testing Services stating that we have received your exam and the **Testing Services Invigilation form**. Please read this email carefully as emailed exams have sent and received time stipulations.

### In person

- Print off and complete **Testing Services Invigilation form** and bring it with the exam and any other requisite materials to Testing Services Lamb Learner Success Centre, MC221.

### **Step 5:**

- *Instructor* receives exam(s) from Testing Services. Choose one of the following 3 exam return options. Indicate how you would like to have your exam returned to you under the *special instruction heading*, on the **Testing Services Invigilation form**.
  - 1) Instructor pick-up at Testing Services MC221
  - 2) Designated SAIT staff pick up at Testing Services MC221
  - 3) Interoffice mail – Testing Services staff can send exam in interoffice mail


*Note: If the exam is Brightspace D2L, and there are no other materials, you are not required to pick up the completed invigilation form after the exam.*

## Sample email

Send	From	instructor.sait@sait.ca
	To	<input type="checkbox"/> <a href="mailto:tcdrop@sait.ca">tcdrop@sait.ca</a>
	Cc	
	Bcc	
	Subject	Exam for: 1/1/2018, ABCD123 Midterm, John Doe
Attached	Testing Services Invigilation Form FirstName LastName.pdf (917 KB);  ABCD123-Midterm Winter2018.pdf (917 KB)	

Hello-Testing,

I designate Jane Instructor to pick up my exam from Testing in behalf of me.



**Instructor-Sait**

Southern Alberta Institute of Technology  
Stan Grad Centre, Room MC221  
1301 - 16 Avenue NW, Calgary AB, T2M 0L4  
(Phone) 403.555.555  
[instructor.sait@sait.ca](mailto:instructor.sait@sait.ca)

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