

We have been advised that you have provided the required documentation verifying an ongoing disability and that you are entitled under the SIAST Education Equity Policy to reasonable accommodations in the program (#7.4 Services for Students with Disabilities, Policy G 2.7).

It is the **responsibility of the student** to book exam times and dates at least 3 weeks in advance of the scheduled exam date. If this process is not adhered to, you, the student, run the risk of not having exam accommodations in place on the day of your exam. Students will then write with the class as scheduled.

The process **MUST** be completed for **midterm** and **final** examinations **each year** in **Term 1, Term 2, Term 3**

EQUITY STUDENTS MUST FOLLOW THIS PROCESS	
1.	Obtain and complete an Exam Writing – Accommodation Request Form from Student Development/Student Affairs, SIAST.
2.	Bring the Exam Writing – Accommodation Request Form to the College of Nursing, 8 th floor office to have the form signed.
3.	Meet with Wanda Maxwell (775-7426 Room 228), Student Development/Student Affairs and Wanda will: a) provide a classroom/time/date b) provide confirmation to the proctor/reader

If you will not be utilizing the exam accommodation provided to you, you **MUST** advise Wanda Maxwell immediately; 775-7426 or maxwell@siast.sk.ca.