

# INFORMATION FOR FACULTY & STAFF

## TEST AND EXAM SERVICES UNIVERSITY OF TORONTO

Test and Exam Services coordinates test, and exam accommodations for students with disabilities who are registered with Accessibility Services at the University of Toronto, Downtown Campus.

Working cooperatively with the institution's faculty and staff, Test and Exam Services plays a vital role in the execution of the University of Toronto's commitment to accessibility.



**2016 TO 2017** **18,707**  
ACADEMIC YEAR  
Accommodated Tests and Exams

**ACCESSIBILITY SERVICES:** assesses the need for accommodation and develops individualized plans in consultation with faculty and staff as appropriate

**TEST AND EXAM SERVICES:** coordinates test and exam accommodations, which address disability-related barriers to the examination process

**FACULTY & STAFF:** What is your role in the accommodation process? Visit Test and Exam Services' website for more

 [ace.utoronto.ca/tes/](http://ace.utoronto.ca/tes/)

 [test.exam@utoronto.ca](mailto:test.exam@utoronto.ca)

 416-946-5510

 255 McCaul St. Room 340

 Administrative Office Hours



To write a test, exam, or any other timed, in-class evaluation with Test and Exam Services (TES), a **student** must have a **disability**, be **registered with Accessibility Services (AS)**, and be approved by AS for **test and exam accommodations**.

If your student identifies a disability-related accommodation need, refer the student to AS. If the student is already registered, **you can connect with their disability counsellor** to discuss how best to support the student in your course.

A **student** must submit an **accommodation registration form** to TES at least **14 days** prior to each evaluation scheduled during the term (i.e. outside of the exam period).

At the outset of **each term**, **publish the dates, times, and durations of all in-class quizzes, tests, and exams**. Students require this information to register for accommodations.

TES will **send you an e-mail** approximately **10 days** prior to each evaluation scheduled during the term (i.e. outside of the exam period)

**Respond to e-mails right away.** Information is needed in advance to coordinate delivery of the service. The **evaluation** itself can be sent at