

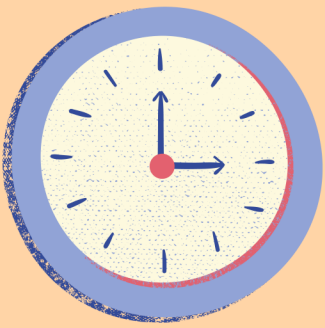


ACCESSIBILITY SERVICES

Student Responsibilities

ARRIVE ON TIME

Come to Accessibility Services (BR284) **10 minutes prior** to the start of your exam.



As per the CapU final exam policy, students who arrive more than **30 minutes** after their scheduled exam time may be **barred** from writing with AS.

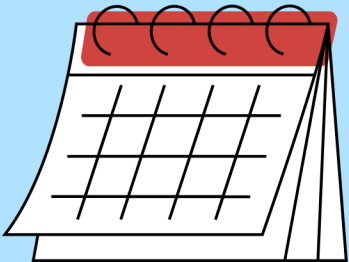
ABSENCE

Notify us if you will not be attending your exam with us due to an emergency, or if you have decided to write with your class.



BOOK EARLY

YOU are responsible for making all exam arrangements in a timely manner. Arrange exam dates no later than **7 days before** the exam date by completing the exam request form online.



For **final exams**, book **10 business days** before the first day of the **exam period**.

You are responsible to **notify in advance both** your instructor and Accessibility Services.



EXAM INFORMATION

ONLY materials **authorized** by your instructor are allowed in the exam room. Odorless and quiet food/drinks are also permitted.



If **unauthorized materials** are found once you have entered the exam room, the exam will be halted and your instructor will be notified.

The following are **NOT** permitted in the exam room:

- jackets
- hats
- wallets
- keys
- bags
- backpacks
- cell phones
- smart watches
- electronic devices



For students writing exams at an **alternate time/date** than their class, the sharing of exam information is a violation.

Be prepared to provide your **CapU Student ID card**.