

- All tests/exams written in SAS will be written at the same time/day as the rest of the class, barring reasonable scheduling conflict. I am required to arrange any scheduling changes in advance. Changes must be approved by my professor.
- Tests/exams must be booked at least 5 days prior to the test/exam date during the term. Late submissions will be denied and I will have to take the test/exam in class.
- Final exam requests must be submitted no later than April 3, 2023.
- I must remind my professors two days before each test/exam that I will be writing in the SAS Test Centre.
- It is my responsibility to notify SAS of any changes, additions, or deletions to test/exams I have scheduled by emailing studentaccessibility@brandonu.ca.
- If I do not show up for booked test/exams, or fail to cancel with a minimum of 24-hours advance notice, I will be charged a \$15.00 administration fee to my student account. Only health-related issues and short-notice changes by my professor will be considered on case-by-case basis.
- I am expected to arrive at SAS at the scheduled test time with the necessary materials. If I show up late for tests/exams, the amount of time I am late will be deducted from my allotted writing time. SAS will be consistent with my instructor's late policy and Brandon University's Final Exam Policy.

Send me an email receipt of my responses

Back

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Page 6 of 7