

Registration Deadline - Accessibility Services

Reminder: Have you connected with Accessibility Services but have not yet completed your registration? The end of the semester and final exams are fast approaching, and this is a reminder to complete this registration if you wish to receive accommodations for the 2024 Fall term exams.

Please Note: To qualify for exam accommodations during the 2024 Fall exam period, **registration with Accessibility Services must be completed by November 27 at 4:00 pm** to ensure time to meet the final exam booking deadline. If you are experiencing any technical issues, an email must be sent to accessibility@upei.ca by November 27 at 4:00 pm at the latest. ***Note*** Intake appointments before the deadline are limited.

Registration is considered complete when students have met the following conditions:

1. Intake Form has been submitted in Accommodate - [DOC PDF VIDEO](#)
2. Medical Documentation has been uploaded in Accommodate - [PDF VIDEO](#)
3. Appointment request has been submitted - [DOC PDF VIDEO](#)
4. Student has attended their intake appointment with an Accessibility Advisor.
5. Accommodations have been approved.

Students who complete their registration after the deadline of November 27 may be eligible for accommodations the winter 2025 semester.

IMPORTANT:

Accessibility Services requires medical documentation to support approval of accommodations. If you are unsure about what documentation can be accepted, please use the [Guide to Medical Documentation](#) as reference.

Best of luck with the remainder of the semester, and please reach out if you have any questions.

Exam Booking Deadline

Deadline: Sunday, December 1, 2024, at 11:59 pm.

All final exams are now available to be booked through Accommodate! This deadline is to provide our Testing Services and Accessibility Services team with enough time to coordinate rooms and individual accommodations.

Please Note:

The 7-day booking minimum DOES NOT apply for final exams. If you have any technical issues, an email must be sent to astesting@upei.ca by December 1st at 11:59 pm at the latest.

Accessibility Services **IS OPEN** on Saturday and Sunday during finals.

Due to the high volume of accommodated exams for finals, late bookings will not be accepted. Please double check in Accommodate that you have all your exams booked.

How to Book a Test/Exam:

[Video](#) | [Step-by-step guide](#)

You will receive an email confirmation with the location of your exam at least 3 days in advance. Any adjustments to the start time of your exams will be communicated through email – please book 7:00 pm exams at the scheduled time and we will manually adjust these bookings.

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PRIZE DRAW BONUS:

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If you register for your final exams in Accommodate by Wednesday, November 20 at 11:59 pm, your name will be entered into a draw to win some prizes including Tim Hortons and Starbucks gift cards, provided by Accessibility Services! If you do not have any final exams and would still like to enter, please email astesting@upei.ca to let us know and your name will be entered into the draw.

Best of luck with your exam preparation and please reach out if you have any questions.

Scent-Free Policy: Accessibility Services is scent-free to accommodate members with fragrance sensitivities. Please refrain from using scented products like perfume or cologne. If you are wearing a product that causes discomfort or adverse reactions to any community members, you may be asked to leave. Thank you for your cooperation in creating a comfortable environment for all.

Thank you,

Accessibility Services Team