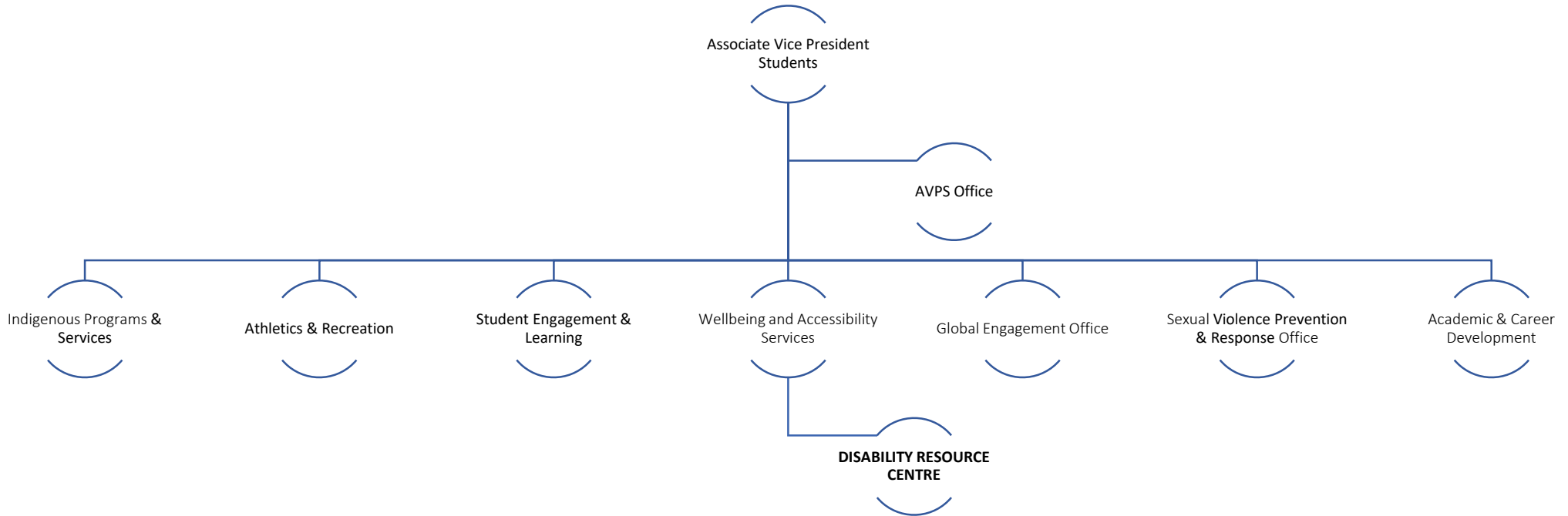


DRC MATERIALS FOR UBCO FACULTY

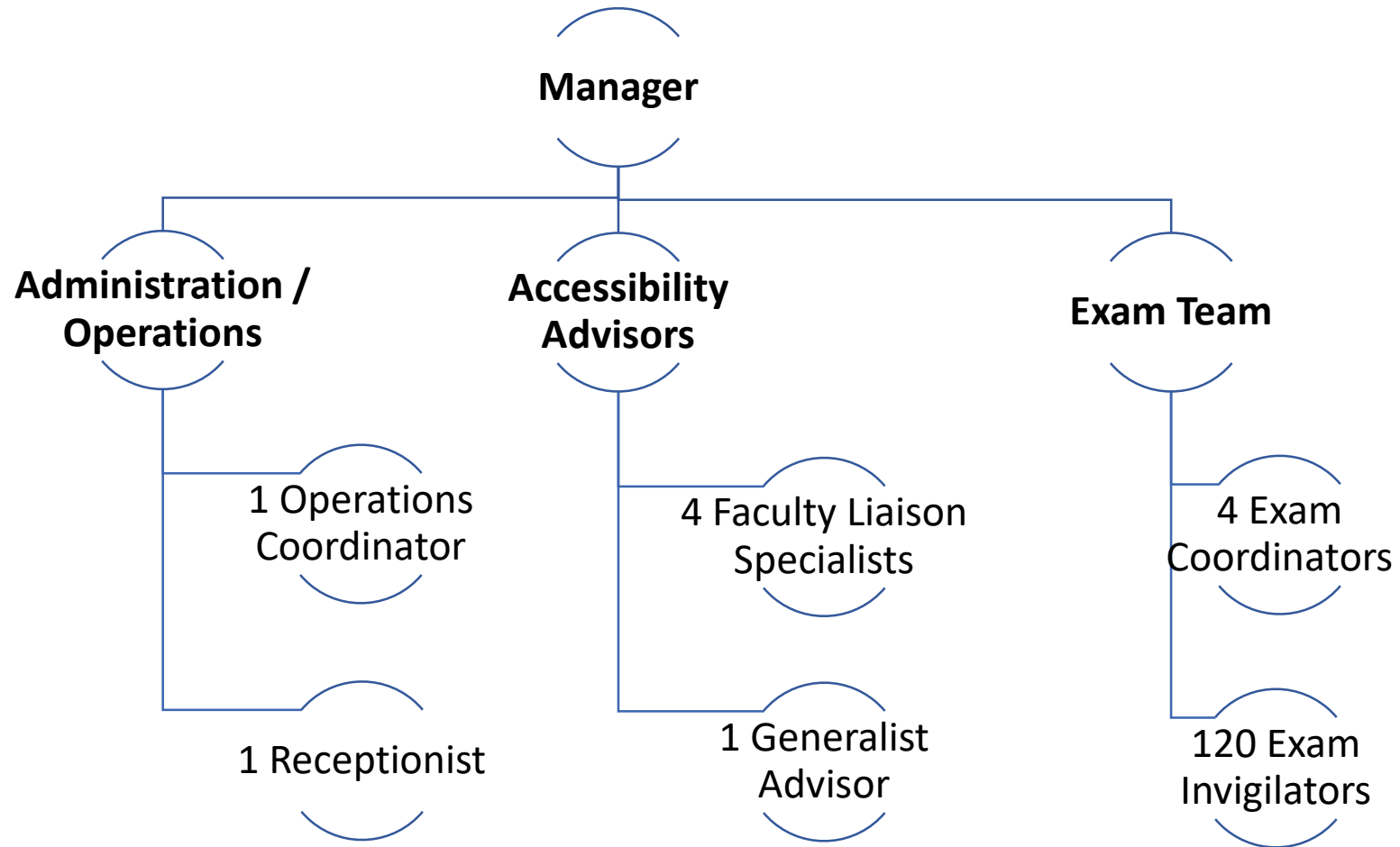
JANUARY 2024



AVPS Portfolio



DRC Structure



DISABLED STUDENTS AT UBCO

Numbers:

- Approximately 1200 students affiliated with DRC – all faculties, at every level of study (~10%)
- Who can affiliate with DRC? (according to [UBC Policy LR7](#)). Students who:
 - Have a significant and persistent mobility, sensory, learning, or other physical or mental health impairment;
 - Experience functional restrictions or limitation of their ability to perform the range of life's activities; and
 - May experience attitudinal and/or environmental barriers that hamper their full and self-directed participation in University activities.
- Accommodations are determined by Accessibility Advisors, based on medical documents completed by qualified medical professionals.

FACULTY-LIAISON STRUCTURE AND DROP IN SCHEDULE

LIAISON STRUCTURE

- Each faculty at UBC Okanagan has an Accessibility Advisor Faculty Liaison Specialist. This advisor is the faculty's go-to DRC person.
- A liaison may attend your Faculty meetings, be involved in orienting or training new faculty members, and offer supports or training on disability-related matters.

DRC DROP-IN

- The DRC holds drop-in sessions for faculty and students. The schedule is available on our website.
- These sessions allow faculty members to have in-person or online meetings with advisors to answer any questions which they may have.

[Liaison Structures, Advisor contacts, and drop in times are located on the DRC Website.](#)

Note:

- * There are no drop-ins on Friday or Statutory holidays.

PERMANENT DISABILITIES AND TEMPORARY CONDITIONS

- Students who experience a temporary injury or short-term illness and who require adjustments in their studies or academic concession are not eligible for services provided by the Disability Resource Centre.
- Instructors and/or departments normally have established guidelines for addressing these types of circumstances e.g., academic concessions.
- Students who, for medical reasons of a temporary nature, are absent during the term, and/or are unable to complete tests or other graded work, should discuss with their course instructor(s) how they can make up for missed work.
- See [here](#) for more information

INSTRUCTOR: TYPICAL SEMESTER ROADMAP

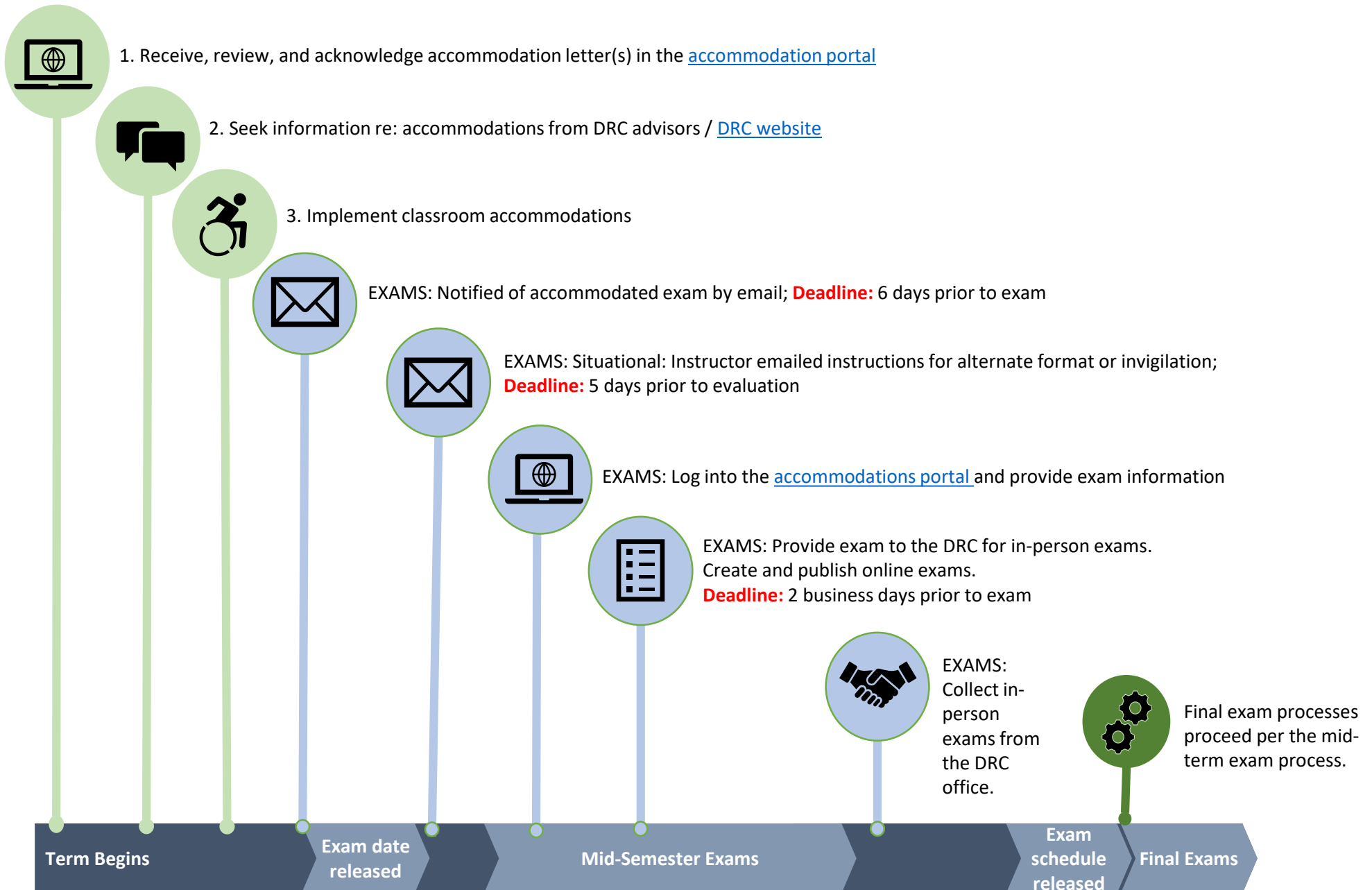
In 2022/23, the DRC administered 11011 individually accommodated exams. The term "exam" refers to all time-constrained evaluations administered in a course, including smaller weekly tests and quizzes.

The Exam Team, which implements exam and classroom accommodations, accommodates in-person and online exams. They work closely with [the CTL](#) to accommodate exams on Canvas.

Please make sure that you check your emails and the [Accommodations Portal](#) regularly.

The following infographic shows the typical processes that occur at the start of term, the exam scheduling process that takes place throughout midterms, and concludes with final exams. Non-exam process may differ.

INSTRUCTOR: TYPICAL SEMESTER ROADMAP



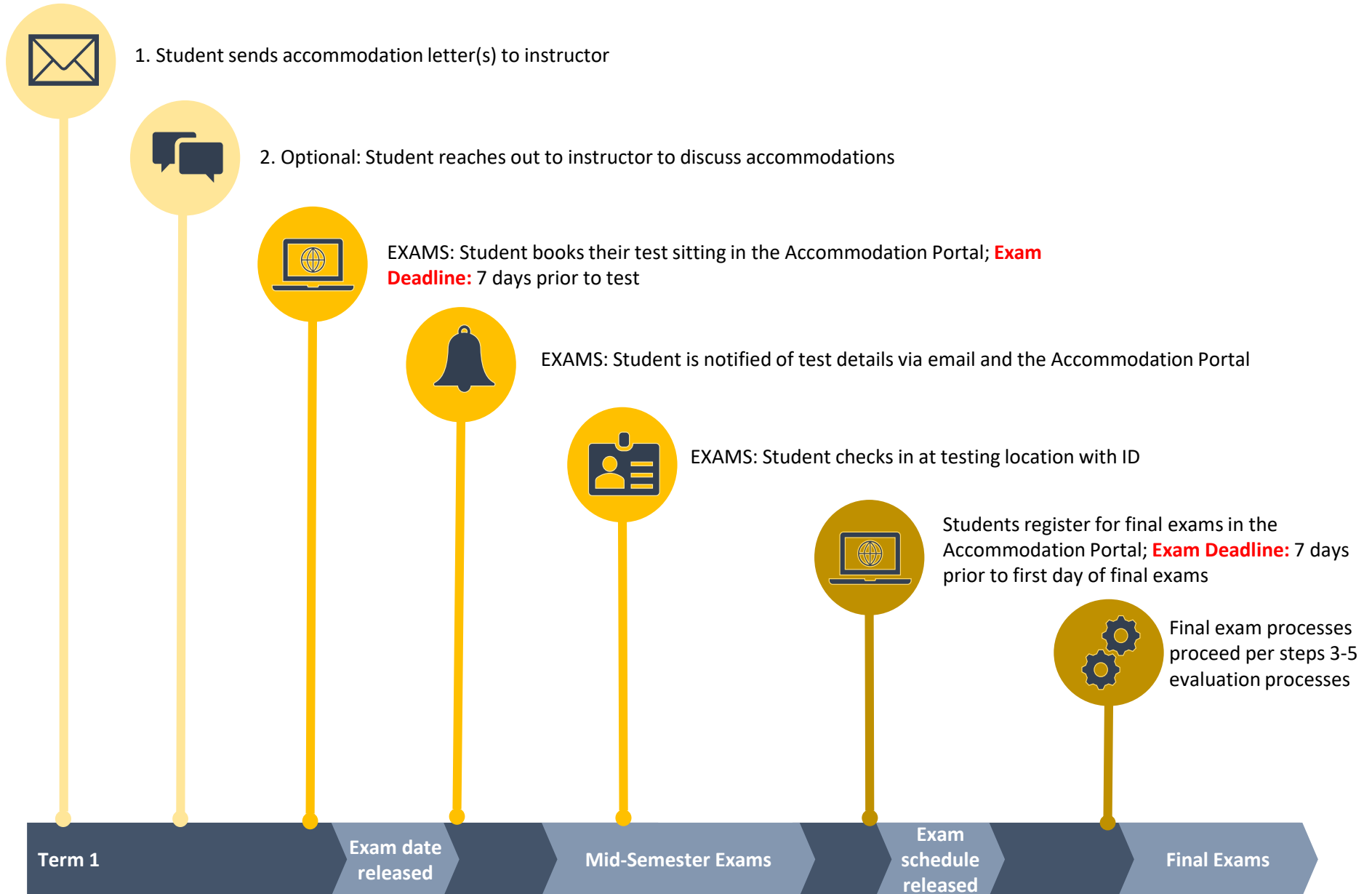
DRC STUDENT: TYPICAL SEMESTER ROADMAP

Students can register with the DRC at any time during the semester but should aim to do so as soon as possible.

After a student has provided all necessary documents to register with the DRC, it can take up to 4 weeks to see their advisor. Registration due dates are posted on the DRC website under [Important Dates](#).

The following infographic is for simple accommodations, e.g., extra time for tests, quizzes, and exams. Please speak to an Accessibility Advisor for more complex accommodations.

DRC STUDENT: TYPICAL SEMESTER ROADMAP



UBCO TESTING SERVICES

- A pilot (until April 2024) by Learning Services in the Office of the Provost and the Disability Resource Centre to support faculty with invigilation of exams.

The scope of UBCO Testing Services:

1. Supplemental support for the invigilation of online exams based on faculty request (previously operated out of the Provost's Office).
 2. Coordination of invigilation in the Gym during final exams as needed (previously provided by Enrolment Services).
 3. Invigilation of out-of-time and standing deferred exams for non-DRC-registered students upon faculty request.
 4. Invigilation of external fee-for-service exams (previously provided by Enrolment Services)
- See the [UBCO Testing Services website](#) for more information and to request invigilation support

RESOURCES

- Visit the [DRC webpage](#) or see the [DRC Information for Faculty](#) for overview of our office.
 - For questions about exam bookings, please contact drc.exams@ubc.ca
 - For questions about a student's accommodations, please contact the student's advisor, as indicated on their Accommodation Letter.
 - All other general questions can be sent to drc.questions@ubc.ca
- You can find DRC advice about [accessible course design here](#).
- Here is the [Instructor guide to the Accommodation Portal](#).
- Information about UBC's policy [LR7: Accommodation for Students with Disabilities](#).

The DRC Team looks forward to working with you and welcomes your questions!

Contact the DRC Reception at 250.807.9053 or email drc.questions@ubc.ca