

Université d'Ottawa - Univeristy of Ottawa
Request for Compensation (APTPUO 5.2.2.2(c))

5.2.2.2(c): “When a member is requested to assist with accommodation measures for students during in-class examination, and that such accommodation is arranged through the Student Access Service Centre and involves additional e-mail, telephone or in-person support on the part of the member, he/she shall be paid upon request an amount of \$200 per course for such accommodation assistance.”

If you wish to submit a request for compensation, please fill the form below and submit it by email to your Academic Unit or Department.

To receive compensation, the request shall show that the additional work spent cumulatively on student accommodation in relation to in-class examination equals a minimum of approximately 60 minutes of work. Supporting documentation, where applicable, should not be submitted with the form but must be retained and supplied on request of the Department or Faculty.

| Accommodation Action Required for in-class examination | Explanation (including approximate time required and dates) | Professor's Information: Professor Name: Professor Employee Number: Organization Unit: Faculty: Course Code: |
|--|---|---|
| o In Person | | |
| o Email Communications | | |
| O Telephone Communications | | |
| o Form | Time spent*: | |

* Maximum of 15 minutes allowed.