

## University of Ottawa | Request for Compensation

**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 \$250 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.

<b>Accommodation Action Required for In-Class Examination</b>	<b>Explanation (Including Approximate Time Required and Dates)</b>	<b>Professor's Information</b>
<input type="checkbox"/> <b>In Person</b>		<b>Professor Name:</b> [CONFIDENTIAL]  <b>Professor's Employee Number:</b> [CONFIDENTIAL]
<input type="checkbox"/> <b>Email Communications</b>	Setting up special access for students enrolled in SASS on Virtual Campus. Clarification of the details of the next two exam dates with SASS and Virtual Campus: During : - the week of June 25-29, 2022 - the week of July 10-13, 2022 - the week of July 23-27, 2022 - the week of July 30 to August 2, 2022  Duration: 55 minutes	<b>Organization Unit:</b> Political Science  <b>Faculty:</b> Social Sciences  <b>Course Code:</b> POLXXXX
<input type="checkbox"/> <b>Telephone Communications</b>	Setting up special access for SASS students on Virtual Campus Details about what documents are allowed during exams on Virtual Campus: - June 29, 2022 - July 13, 2022 - July 27, 2022 - August 2, 2022  Duration: 20 minutes	
<input type="checkbox"/> <b>Form</b>	Time Spent*: 15 minutes (Maximum of 15 minutes allowed)	