

Alternate Exam/Test Rescheduling Request Form

Check this box if this Rescheduling Request is for religious accommodation.

Students currently registered with Student Accessibility Services **MUST** use this form to request rescheduling of any exam/test/quiz. This form should be used to schedule an exam/test at a **different** time/date than the original time/date. It is not to be used to schedule an exam/test at the same time/date as the original test.

Student Information

Student Number	Student Name
Telephone	E-mail

I understand that the booking of a specific date/time as recommended by the course instructor is dependent on space availability in the Alternate Exam Centres.

Student's Signature	Date (dd/mm/yy)
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I understand it is my responsibility to provide a signed copy of this form **at least five (5) business days before the rescheduled exam/test date (minimum)**.

Based on the guidelines listed above, I require examination accommodation for the following:

Course Information

Term <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> S1 <input type="checkbox"/> S2	Course Code / Section (i.e., PSYC 1010 A)	Original Exam/Test Date (dd/mm/yy)	Exam/Test Duration
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Course Instructor Information

I have approved the rescheduling request to be written: <input type="checkbox"/> On first available date <input type="checkbox"/> On a set deferred / makeup date _____ <input type="checkbox"/> No later than _____	
Course Instructor Name	Signature
Course Instructor E-mail	Date (dd/mm/yy)

I am attaching an e-mail authorization from the course instructor in lieu of the course instructor's signature.

Submit completed forms to:

Online at altexams.students.yorku.ca/ask-a-question/ or Student Accessibility Services (North Ross 108)

Office Use Only

Date Received

Protection of Privacy: Personal information in connection with this form is collected under the authority of *Freedom of Information and Protection of Privacy Act* and *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact Student Accessibility Services, N108 Ross Building, York University, 4700 Keele Street, Toronto, ON M3J 1P3, 416-736-5755 or sasinfo@yorku.ca.