

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.

1101 10 00 0000 10 0011						
Student Information						
Student Number		Student Name				
Telephone		E-mail				
I understand that the bo Alternate Exam Centres.	oking of a specific date/time as recommend	ded by th	ne course instructor is o	dependent	on space availability in the	
Student's Signature			Date (dd/mm/yy)			
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 □ Y □ F □ W □ S □ S1 □ S2	Course Code / Section (i.e., PSYC 1010 A)	Original	Exam/Test Date (dd/mm/y	уу)	Exam/Test Duration	
Course Instructor Information						
I have approved the res	scheduling request to be written:	Ctol I	mormation			
On first available date On a set deferred / makeup date			e No later than			
Course Instructor Name		Signa	ature			
Course Instructor E-mail			Date (dd/mm/yy)			
☐ I am attaching instructor's s	an e-mail authorization from ignature.	the co	ourse instructor	in lieu c	of the course	
Submit completed forms to: Online at altexams.students.yorku.ca/ask-a-question/ or Student Accessibility Services located in the Student						

Success Centre (Glendon Campus, YH B108)

Off:	Use Only	Date Received
CITTICE	LISE () NIV	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.