SERVICE REQUEST FOR TESTS & EXAMS

Student Name: ____________________________
B00#: ____________________________
DAL e-mail: ____________________________
Instructor’s Name: ____________________________
Course Code (e.g. ENGL 1010): ____________________________

IMPORTANT INFORMATION FOR STUDENTS AND INSTRUCTORS

Students are responsible for initiating accommodation arrangements. The pink copy of this service request must be returned to AASC by the student in order for the exam to be scheduled. An exam envelope must also be given to the instructor once the service request has been signed.

Given the volume of exams proctored, except in extenuating circumstances, students are expected to deliver a copy of this form, signed by the professor, to our office at least ONE WEEK BEFORE the scheduled date of the quiz/test/exam. In the summer, we are flexible in the deadline given the nature of scheduled classes. PLEASE CHECK OUR WEBSITE FOR FINAL EXAM DEADLINES. We may be unable to accommodate an exam request received after the deadline.

We do not confirm exam bookings. Students will be contacted ONLY when exams cannot be scheduled.

List up to 3 quizzes/tests/exams for the course identified above:

<table>
<thead>
<tr>
<th>Exam Date:</th>
<th>Agreed Start Time:</th>
<th>Regular Duration of Exam:</th>
<th>Is this a BLS (Blackboard) exam? (please check)</th>
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If included as part of your accommodation plan, indicate if you will need any of the following for this test/exam:

Reader _____ Scribe _____ Computer _____ Kurzweil _____ Read & Write Gold _____ Other_____

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To be completed and signed by the Instructor if above is correct:

Instructor Name (please print): ____________________________ Phone # during exam: ____________________________
Instructor/TA location during exam: ____________________________ Instructor Signature: ____________________________
Instructor Email: ____________________________

*Please remember to set BLS (Blackboard) timer to accommodate for student time extensions.

Notes: ____________________________

Instructor: White copy AASC: Pink Copy Student: Yellow Copy