IMPORTANT MESSAGE TO STUDENTS:

IF your accommodations include a Reader or Scribe or Assistive Technology, check below if you need one for this particular exam.

Reader: ______ Scribe: ______ Word Processor: ______
Software: ___________ Other: ___________
(If not checked, we will assume it is not needed.)

SERVICE REQUEST: Booking Scheduled Test & Exam Accommodations

Student Name: ___________________________________________ Student I.D: __________________
DAL e-mail: _____________________________________________
Professor: _______________________________________________ Course Code: __________________

IMPORTANT INFORMATION FOR STUDENTS AND PROFESSORS

Students are responsible for initiating accommodation arrangements for scheduled tests and exams, i.e. notifying the professor and the Advising & Access Services Centre. Except in extenuating circumstances, students are expected to deliver the pink copy of this form, signed by the professor, to the Advising & Access Services Centre at least TWO WEEKS BEFORE the scheduled date of the test or exam. If forms are received after the 2 week deadline, it may not be possible to arrange accommodations, and students may have to write the test or exam with classmates, without accommodations. Students will be contacted only when exam accommodations cannot be arranged.

Test and exam accommodations are provided between 8:30 a.m. and 10:30 p.m., Monday through Friday, and on Saturdays. Please consider the impact of time extensions when confirming start time of test or exam. The AASC provides exam booklets and bubble sheets (scantrons).

EXAM INFORMATION to be completed by student:

Exam Date: _____ / _____ / _____ Agreed Start Time: ___________ Regular duration of exam: ______ hrs ______ mins

MM / DD / YY

Is this an online/BLS exam? _______ (advance notice is required)

To be completed by professor if above information is correct:

Name of Professor (please print): ______________________________ Date: __________________

Ph# during exam: __________________ Email: _______________________ 

Signature of professor: _______________________________________

Delivery of test/exam to AASC: Please arrange to have hard copy of test/exam paper delivered to our office at least one working day in advance of the scheduled test/exam. E-copies must be received by the AASC at least 3 working days in advance. Exams requiring re-formatting must be provided at least 3 working days in advance.

We will deliver the completed exam to your department or you may arrange to pick it up (see exam envelope). Please contact us if you have any questions, saseexams@dal.ca or 494-8077.

Notes: _______________________________________________________

Professor: white copy & exam envelope
AASC: pink copy
Student: yellow copy

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PO Box 15000 • Halifax NS • B3H 4R2
Tel: 902.494.2836 • Fax: 902.494.2042 • Email: access@dal.ca • Web: www.studentaccessibility.dal.ca