

Alternate Exam/Test Rescheduling Request

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

Students surrently registered with Councelling & Disability Services MUST use this form to request rescheduling of any examitest

Students currently registered with counselling a disability services most use this form to request rescheduling of any examplest.	
Student Information	
Student Number	Student Name
Telephone	E-mail
Is your record updated? Check your current contact information at currentstudents.yorku.ca/student-personal-information.	
I understand that the booking of a specific date/time as recommended by the course instructor is dependent on the availability of an invigilator, room and assistive software/adaptive equipment.	
Student's Signature	Date (dd/mm/yy)
I understand it is my responsibility to provide a signed copy of this form at least five business days before the rescheduled exam/test date.	
Based on the guidelines listed above, I require examination accommodation for the following:	
Course In	formation
Term Course Code and Section FW F W S	Original Class Date (dd/mm/yy) and Exam/Test Duration
Course Instructor Information	
I have approved the rescheduling request to be written:	
On a specific date (dd/mm/yy) OR	By the following date (dd/mm/yy)
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: Registrarial Services, Bennett Centre for Student Services, or fax to 416-650-8129 or online at altexams.students.yorku.ca/ask-a-question.	
DO NOT place this form in the drop boxes located in the lobby.	
Office Use Only Date Received	Conf
Date Time	Room
Extra Time	

Protection of Privacy: Personal information in connection with this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990 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 the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto, ON M3J 1P3, 416-872-9675.