

I have read the conditions listed below and agree to comply with all of the following:

Exam accommodations are available through the Student Disability Services with cooperation from the instructor(s). Arrange to meet with your instructor(s) to discuss your disability and exam accommodation arrangements. If your instructor can provide you with sufficient exam accommodation(s), you can take the exam(s) in the instructor's office or in the classroom under his/her supervision. If the instructor cannot provide proper exam accommodations, then you may take the exam in the Student Disability Services testing centre by complying with the following procedures:

- The Exam Schedule Form must be submitted to the SDS Exam Coordinator at **least 7 days** before scheduled midterms and **30 days** before the SIS Starting Date of final exams.
- All tests/exams are to be scheduled at the same time as the rest of the class. Correct times and dates are the responsibility of the student.

NEW CHANGE:

1. If your **FINAL EXAM (not midterms/quizzes)** is scheduled in the evening at 7:00 pm, you will **NOW** be writing at **6:00 pm** BUT you must remain in the testing centre until 7:30 pm.
2. If you are accommodated with extra time to write tests/exams, evening exams must be scheduled so that your exam is completed by 10:30 pm. This means that you may need to start earlier than the scheduled class time. Please see the SDS Exam Coordinator to make alternate arrangements.

- Scheduling, cancellations and rescheduling of tests/exams is solely the responsibility of the students and **NOT the professor**.
- You must notify the SDS Exam Coordinator of any and all test/exam changes, e.g. reschedules, cancellations at least 5 days before the scheduled test/exam (**CHANGE OF EXAM INFORMATION FORM must be completed**) – Students failing to abide by this will be subject to a \$50.00 Proctor Service Fee for each missed test/exam.
- ***NEW: If you drop/add courses, please complete a NOTICE OF COURSE CHANGE FORM and submit to the SDS Exam Coordinator. These forms are located in the SDS office.***

STUDENT SIGNATURE: _____

DATE: _____