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# Date Received (OFFICE USE ONLY)

**Late Request for Quiz/Test/Exam Accommodation**

When making accommodation requests, students have a responsibility to give the university ample time to ensure that accommodations will be available when needed. **This includes meeting posted deadlines**. All test requests submitted after the posted deadline will be assessed on a case by case basis. Accommodated Tests & Exams Services will make every effort to apply your accommodation, but late requests are not guaranteed**.**

|  |  |
| --- | --- |
| Student name: Click here to enter text. | Student number: Click here to enter text. |

Disability Consultant : Click or tap here to enter text.

## Course Information

|  |  |
| --- | --- |
| Course Code: E.g. PSYA01 | Instructor: Click here to enter text. |
| Lecture Section: Click here to enter text. | TUT/PRA Section: E.g TUT0001 |
| T.A. (if applicable): Click here to enter text. | T.A. Email: Click here to enter text. |

## Test/Exam/Quiz Information

**Type:** [ ]  Quiz [ ]  Recurring Quiz (Please note frequency: Choose an item.)

 [ ]  Term Test [ ]  Makeup/Rescheduled [ ]  Final [ ]  Deferred

|  |  |
| --- | --- |
| **Date of Test:** Click here to enter a date. | **Test Platform:** E.g. Quercus, mTuner, etc |
| **Start Time:** Click here to enter text. | **Length:** Click here to enter text. |

## Scheduling Considerations

[ ]  Three consecutive exams in 24 hours

[ ]  Another exam on same day (Specify course code and exam details):

|  |  |  |
| --- | --- | --- |
| Course: Click here | Start time: Click here. | Length: Click here |

Location of other exam: [ ]  UTSC [ ]  UTM [ ]  UTSG

[ ]  I will be writing a portion of the exam with the class. **Please list details below**.

[ ]  Audio visual component to the exam. **Please list details below.**

[ ]  Details / Other:Click here to enter text.

Please indicate why this request is late:

[ ]  Newly registered with Access*Ability* Services. Date of registration: date.

[ ]  Test date was just announced. Date of announcement: enter a date.

[ ]  Other (please specify reason): Click here to enter text.

**FOR OFFICE USE ONLY**

* Accommodations active
* Accommodations Expired.

Student notified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

* Forward to Exam Office for further assessment
* Tentatively booked

Script Status ❑ new request sent to prof / dept

❑ request previously sent ❑ on file – no action required

❑ on file – add’l hardcopy required

* Emailed Professor ❑ N/A (i.e. 5 day student list not yet sent)
* Emailed Student ❑ N/A (i.e. 3 day email not yet sent)
* Invigilation arranged
* Data sheet printed ❑ N/A (i.e. batch printing not yet run)
* Daily lists updated ❑ N/A (i.e. batch printing not yet run)
* Exam script printed & attached to data sheet ❑ N/A (i.e. batch printing not yet run)
* Consultant follow up required - NA / PA

Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Tasks related to final exams ❑ N/A**

* Departmental list updated
* Requested additional scripts from department ❑ N/A
* Notified department of updated numbers