



Student Process for Booking Exam Accommodations

Step 1: Meet with an Accessibility Advisor before each semester or training period begins to discuss and receive new accommodation memo(s).

Step 2: Give one accommodation memo to each of your instructors a minimum of 4 business days prior to the first exam for which you are requesting accommodation.

NOTE: Your instructor is under no obligation to provide accommodations if Step 2 is not adhered to.

Step 3: Before each quiz, test or exam, meet with your instructor to discuss exam details (date, time, length, paper or computer).

Step 4: All quizzes, tests and midterm exams need to be booked no later than 2 business days before the test date. All exams written during the week of December 11 – 15 need to be booked on or before November 26, 2017.

- Go to the Accessibility Services webpage on [sait.ca](http://www.sait.ca/student-life/academic-support/accessibility-services) - <http://www.sait.ca/student-life/academic-support/accessibility-services>
- Scroll down to **Booking Exams**
- Click on the **Testing Services Exam Request form** link. Complete and submit the form.
- **See example on reverse side of this handout**

Step 5: Arrive at Testing Services MC221 at least fifteen minutes before your exam is scheduled to start.

- Bring photo identification with you
- You are required to finish the exam within the scheduled time
- Bring only the material needed to write the exam
- It is your responsibility to keep track of your time
- Comply with the instructions noted on the Accessibility Services Accommodated Exam Form
- If you miss an exam you must contact your instructor. Accessibility Services is **not** responsible for rescheduling exams and **cannot** give permission for deferred exams


***Please note, to guarantee that appropriate accommodations are met, instructors and students must follow the procedure above.**

Student Information

Student First Name: *

Student Last Name: *

Student ID: *

Student SAIT E-mail: 

Instructor / Course Information

Instructor First Name: *

Instructor Last Name: *

Instructor E-mail: * 

Course: * 


Program: *


Instructor / Course Information

Scheduled Exam Date:   **Click calendar to select date**

(Testing Centre Hours of Operation are listed between)

Proposed Exam Start Time (see above):

Estimated exam length (in hours):  **Check with instructor before completing**

Paper or computer based exam
 Paper  **Check with instructor before completing**
 Computer

Comments / Questions to your instructor: