

Exam Accommodation Request Form

Services to Students with Disabilities
California State University, San Bernardino

Student Name: _____ Request for 20____ Fall Interession (3W) Spring
Summer Session: Regular 6W1 6W2
Coyote ID: _____ CSUSB Email: _____@coyote.csusb.edu
Phone Number: _____ (Circle One) Home Work Cell

1. **It is MY responsibility** to discuss exam accommodations with my instructor and submit this request to SSD five (5) business days prior to regular exams/quizzes and three (3) weeks before final exams. Exceptions will be handled on a case by case basis.
2. **It is MY responsibility** to schedule and confirm the date/time of all final exams with SSD by the posted/emailed deadlines. Failure to do so may affect the time and space availability for my exam.
3. **It is MY responsibility** to ensure this form is filled out **completely** and **correctly**. The lack of any pertinent information may result in SSD's inability to coordinate exam accommodations.
4. **I am aware** that SSD must receive confirmation of any change in exam dates/times **directly from instructors** in order to approve changes.
5. **I am aware** I am authorizing SSD to release information related to my exam accommodations for coordination of exam arrangements. Persons may include faculty, departmental staff and SSD.

I have read and agree to the above responsibilities and statements.

Student Signature: _____ Date: _____

Course: _____ Class Number and Section: _____ Days/Time: _____
Location: _____ Instructor: _____ Phone: _____
Office Location: _____ Department Location: _____ Office Hours: _____
Instructor Email: _____@csusb.edu

Information for the Instructor:

If I choose to proctor the exam:

1. I must provide appropriate accommodations as determined by the SSD office.

If I choose to have SSD proctor the exam:

1. I will be contacted via email/phone to obtain information about exam delivery and special instructions.
2. I verify that the exam/quiz dates/times below are correct and complete.

When scheduling conflicts occur, exams may be scheduled at an alternate time the same day or the following business day. Such conflicts will be handled on a case by case basis.

Please note that the schedule for final exams will differ from the university schedule

Exam Dates/Times		Quizzes Dates/Times
1. _____	4. _____	1. _____
2. _____	5. _____	2. _____
3. _____	6. _____	3. _____

Instructor Signature

Date

Received