

Student Request for Exam Modifications:

The qualified student will print this form, complete it and provide this written notice to the course instructor **at least one week in advance of the scheduled exam.**

Within three days of receipt of this request, the instructor should communicate with the student as to whether the exam will be accommodated within the department or through the Office of Disability Services. The instructor must complete the **ODS Test Proctoring Request** found on MC Square for all exams proctored through the Office of Disability Services.

The student is responsible for scheduling exams with the Office of Disability Services that cannot be accommodated within the classroom or sponsoring department.

Details about exam modifications can be found on the Office of Disability Services website.

Student Section:

Student Name _____

Course# and Name _____

Exam Date(s) _____

Date Submitted to Instructor _____

Exam modifications requested _____

Modifications requested above must be listed as approved accommodations by the Office of Disability Services. The student should have provided a letter listing these modifications at the beginning of the semester or with this request.

The Office of Disability Services will make an effort to schedule the exam as close as possible to the scheduled exam time, but the student's schedule and ODS staffing may prohibit this from happening.