

# Assessment Centre | Exam Request Form

(Staff use only)

Date written: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Desk #: \_\_\_\_\_ Log in date: \_\_\_\_\_

Students registered with Accessible Learning (AL), and students who have missed an in-class exam for reasons beyond their control, can write their exams in the Assessment Centre. **Make-up Exams: \$25 (Payable by debit card only) Accessible Learning Exams: No Fee.**

Students must make an appointment at <http://www.mywco.com/ac> and instructors must complete this form, and deliver it with the exam, at least 2 business days in advance. Exam deadlines can be extended by email, and completed exams must be picked up in person at the centre.

## STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Exam date booked: \_\_\_\_\_ Time Booked: \_\_\_\_\_

### ACCOMMODATIONS (This grey section to be completed by Accessible Learning students only)

#### EXTENDED TIME

- Time + ½
- Double Time
- Straight Time

#### SCRIBE/READER

- Scribe Only
- Reader Only
- Reader and Scribe

#### ROOMS

- Separate Room (private)
- Quiet Room
- Main Room

#### COMPUTER/SOFTWARE

- Kurzweil
- Dragon
- Desktop Computer
- ZoomText

Please list any other accommodations you need for this exam that are not listed above: \_\_\_\_\_

## EXAM INFORMATION (This section to be completed by the instructor only)

Instructor Name: \_\_\_\_\_ Faculty: FAAD FAHCS FAST FHSS PSB

For exam related questions, please provide a room/contact number: \_\_\_\_\_ (Phone # will be kept private)

Course or Exam Title: \_\_\_\_\_  Midterm  Final **OR Quiz/Test #:** \_\_\_\_\_

Length of exam in class: \_\_\_\_\_ Exam deadline: \_\_\_\_\_  Check here if your student must write on this date only

Please check the aids permitted for this exam:  Open Textbook – TITLE: \_\_\_\_\_

- Open Notes
- Access to E-Notes
- Formula sheet
- Student Laptop
- Assessment Centre Computer
- Dictionary
- Access to the Internet
- Calculator
- Access to SLATE
- Other Program:

### Additional Instructions:

Instructor Signature: \_\_\_\_\_

## READ AND SIGN BEFORE EXAM ADMINISTRATION (on the exam day only)

I understand the importance of this assessment for my academic results at Sheridan, and the instructions provided by my instructor on this form, including the rules for additional materials/aids, and time allowed for exam completion. By signing below, I agree to comply with Sheridan College's Academic Honesty Policy and the Assessment Centre's policy pertaining to exam administration. **I also agree that if I am unfit to take this exam/assignment/quiz, I will notify the invigilator before starting.**

Student Signature: \_\_\_\_\_ Invigilator Initials: \_\_\_\_\_

## ASSESSMENT CENTRE LOCATIONS

#### HMC, Room A246

Mon-Fri: 9 am – 4:30pm (must end by 4pm)  
Inquiries: [hmcac@sheridancollege.ca](mailto:hmcac@sheridancollege.ca)  
Off campus test submission **only** at:  
[submit\\_exams\\_hmc@sheridancollege.ca](mailto:submit_exams_hmc@sheridancollege.ca)

#### Trafalgar, Room BB26

Mon-Fri: 9am – 4:30pm  
Inquiries: [trafac@sheridancollege.ca](mailto:trafac@sheridancollege.ca)  
Off campus test submission **only** at:  
[submit\\_exams\\_traf@sheridancollege.ca](mailto:submit_exams_traf@sheridancollege.ca)

#### Davis, Room B117

Mon-Fri: 9am – 4:30pm, Thurs: 5pm-8pm  
Inquiries: [davisac@sheridancollege.ca](mailto:davisac@sheridancollege.ca)  
Off campus test submission **only** at:  
[submit\\_exams\\_davis@sheridancollege.ca](mailto:submit_exams_davis@sheridancollege.ca)