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## Student Request of Alternative Exam Accommodations

### SAS Exam Policies

- Requests must be turned in **5 School days** before your exam or we cannot guarantee your request will be filled (holidays and weekends are **not** considered school days)
- Final exam requests must be turned in **10 school days** before your exam or we cannot guarantee your request will be filled (holidays and weekends are **not** considered school days)
- Any exam appointments occurring **after 5PM MUST have prior approval** from Student Accessibility Services
- By submitting an exam request with SAS, you are creating an appointment for a specific time/date and location
- If you start your exam late, that time will be taken off of your allotted time. (for example, if you begin 15 minutes late, you will receive 15 minutes off your total time)
- Your exam is timed and will be taken upon completion of your allotted time.
- All exam rooms are monitored by video
- All exam computers are monitored electronically.
- No electronic devices are permitted in the exam room without approval from your counselor/instructor
- Any materials in the exam room not approved by your counselor/instructor may be considered cheating
- Scratch paper will be provided by Student Accessibility Services. No personal scratch paper may be used without prior consent from SAS.
- Smoking or vapor emitting devices are **NOT** permitted on campus
- Any instances of suspected cheating will be documented and immediately relayed to the instructor
- Please turn in **ALL** (used and unused) scratch paper to a proctor. **DO NOT** throw any paper away.
- All exams must be turned in to the proctor- please do not submit an online exam without the proctor present.

## Student and Course Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Class: \_\_\_\_\_ Day(s) and Time: \_\_\_\_\_ Room: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Will you take you exam at the Fremont or Newark campus? \_\_\_\_\_

## Exam Information

Date/Time **the class** is taking the exam: \_\_\_\_\_  
\* **If you are requesting an alternate time for personal reasons (not due to SAS) you must obtain prior approval from your instructor or your request may not be fulfilled at your requested date and time.**

Date/Time **you will come** to take the exam: \_\_\_\_\_

Why are you requesting a different date/time: \_\_\_\_\_

**Instructor signature indicating approval of date change** \*: \_\_\_\_\_

\* Please note, unless you have an instructor signature your date change request will be denied

Test Type:            Test            Quiz

Do you need any special accommodations?

**(All accommodations must be approved by an SAS Counselor in advance)**

Computer    Kurzweil    Dragon Naturally Speaking    CCTV    Scribe    Other \_\_\_\_\_

**Student must inform testing office of any changes to exam date, time, or location ASAP.**

## Late Exam Information

**If you are submitting this request less than 5 school days before you test, please fill the following section.**

What is the reason for submitting this request late? \_\_\_\_\_

I Forgot    I was recently approved for services    Announced Late\*    Instructor changed date/time\*

\*Date/time announced in class: \_\_\_\_\_

**I have read and understand the policies of the SAS Alternative Testing Accommodations office and I agree to abide by them. I understand that my failure to abide by these policies may result in a delay in receiving accommodations.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions or have a special situation, contact **JoyDawn Olla** at **(510) 659-6513** or **jolla@ohlone.edu**