Student Accessibility Services
Exam Centre
ucalgary.ca/access
403-220-3868
access.exams@ucalgary.ca

Request to Administer Deferred Exam
During Semester

Please use this form when arranging for a registered SAS student to write a deferred exam, test, or quiz at the SAS Exam Centre. Please note that we need a minimum of **3 working days** to complete the requests and each request is subject to available space and resources to administer the exam.

Complete forms should be returned by the student to either the exam centre (MSC 460) or emailed to access.exams@ucalgary.ca

To Be Completed By Faculty Member:
Authorization to Administer Deferred Exam (please check)
☐   I authorize the SAS Exam Centre to administer a deferred exam for the student listed below.
☐   I am aware that I will need to submit a copy of the deferred exam to the Exam Centre digital platform a minimum of 24 hours in advance of the exam start time.
Scheduling information (please check the appropriate box)
☐   Deferred exam needs to be completed prior to specific date (please indicate below).
☐   Deferred exam needs to be written at specific date and time to overlap with other deferred students (please indicate below).
Other Information :

Signature:	Date:

To Be Completed By Student	
Name:	Student Number:

Course Code and Number:	Original Exam Date:	Length: (without accommodations)

Scheduling Information (if not set by the instructor above)	
Preferred Writing Time	
Date:	Start Time:
Alternate Writing Time	
Date:	Start Time
Other Comments:	

Signature:	Date: