Request to Proctor/Release of Examination

In compliance with Section 504 of the Rehabilitation Act of 1973, Adelphi University makes academic accommodations for students with disabilities. The Student Access Office coordinates these accommodations. Accommodations for disabilities are determined by the Office on an individual basis, according to documented need and verified by an Accommodation Card, issued by the University. Students will present the Accommodation Card when requesting special accommodations because of physical or learning disabilities.

First Name: ____________________________

Last Name: ____________________________

Instructor's Name: ________________________

Course Title: ____________________________

Date of Exam: ____________________________

Exam Time: ____________________________

What type of Exam?(Full Class/Short Quiz):

_____________________________________

Please specify all accommodations that are needed:

_____________________________________

It is the student's responsibility to inform SAO an examination one week prior to the scheduled examination date and to submit a completed Request to Proctor form a minimum of one week prior to the scheduled examination date.

I will not receive nor give information regarding the contents of the examination. Sign Name:

_____________________________________

Cell Phone Number: (______) - _______ - ________

Email Address: ____________________________

(For Student Access Office Use) Department signature:

(For Student Access Office Use) Date:

Initials of SAO Staff

SAO OFFICE USE ONLY

□ CALENDAR    □ EMAIL

PICK UP: ____________________________

EXAM CONTENT: # of questions/pages

DROP OFF: ____________________________