Accommodated Tests & Exams Info Sheet

Alternate Exam & Test Scheduling (Alt Exams) is part of the Registrar’s Office. Questions regarding the scheduling of a test or exam should be directed to Alternate Exam & Test Scheduling using the "Ask a Question Form" on their website:
https://altexams.students.yorku.ca/

To access test/exam supports, you must activate your academic accommodations with Student Accessibility Services each year (May to April). Your accommodations will be activated when your Letter of Accommodation is generated. Request your letter early!

There are deadlines related to requests for accommodated tests and exams. This information is available from the Alt. Exams website. Alt Exams WILL NOT process late requests. Student Accessibility Services recommends that students submit all requests for accommodated tests and exams in the first two weeks of classes.

- For scheduling purposes, an "In Class Test" is anything that is written during the term, while classes are still taking place
- You can submit requests to write “exams” during the Official December/April/Summer examination periods at the start of the term (Alt Exams will check the exam schedule when it is released and schedule you to write same day/time as the rest of your class)

Students who miss the required deadline to write in Alt Exams must:
1. Write with the rest of their class without accommodation or
2. Speak with their professors about permission to write on a later date
   - If a professor grants this request, you must complete a "Rescheduling Request Form" with your course instructor and submit this to the Registrar's Office or upload it using the “Ask a Question Form”
   - Rescheduling Request Forms can be downloaded from the Alt Exam website

One week prior to the scheduled write date, go to the "View my Bookings" page on the Alt Exam website. Choose “View history of requests” for the relevant course. Your booking should appear:

- You will be scheduled to write on the same day and during the same time as your class (you may start writing before the rest of your class or finish writing after your class)
- Alt Exams does not email booking information to students
• Your total writing time is calculated based on test duration information confirmed by your course instructor when they provide the test/exam to Alt Exams, contact your course instructor for confirmation of test length