How to request your alternative exams/tests

1. Visit www.glendon.yorku.ca/counselling
2. Select “alternate Exams/tests”
3. Familiarise yourself with the important dates
4. Select “How to request an alternate exam or test”
5. Read the information
6. Select number 4 “Submit your alternate exam/test request online”
7. Log in with your username and password

Once you have signed in, you should see the following:

** this is an example. Your current courses should be listed**

<table>
<thead>
<tr>
<th>Alternate Exam</th>
</tr>
</thead>
</table>

**Section 1:**
**Review your personal information**

<table>
<thead>
<tr>
<th>Ssid:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Telephone:</td>
</tr>
<tr>
<td></td>
<td>Alternate Telephone:</td>
</tr>
</tbody>
</table>

If your telephone or email address is displayed incorrectly, you can update your official university contact information here.

**Section 2:**
**Select a course**

**Working Term: Winter 2018 (2017)**

You are currently enrolled in these courses:

- GL/ILST 1205 03.00 A (Term W )
- GL/ILST 2644 06.00 A (Term Y )
- GL/ILST 2655 06.00 A (Term Y )

Choose a course: Select from this list

8. Select a course:

9. Make sure to put the correct email address of your course director
10. If you require accommodation for in-class exams/tests, select “yes”, if not select “no”.

If you have selected yes, please proceed to step 11. If you have selected no, please proceed to step 12.

11. Fill out the appropriate information for all your tests/exams for the specific course. You should refer to your course syllabus. You can add more than un test/exam at a time by selecting “add another test date for COURE XXX”.

12. If you have an exam/test during the final exam period and you require your accommodations, select “yes”. If not, select “no”.

13. Review your information. If you are satisfied with your request, select “I am ready to submit my request”.

NOTE: No email reminder will be sent to the student for their alternate exams/tests. It is the student’s responsibility to visit the website one (1) week prior to the date of their exam/test to verify exact time and location of their exam/test.