

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**

Alternate Exam

[Français](#) [Toggle top](#)

Section 1:
Review your personal information

Sisid:	Email:
Name:	Telephone:
	Alternate Telephone:

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 :

8. Select a course:

Choose a course :

York University

- Select from this list
- GL/ILST 1205 03.00 A (Term W)
- GL/ILST 2644 06.00 A (Term Y)
- GL/ILST 2655 06.00 A (Term Y)

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”.

Section 3:
Requesting accommodation for a test being held in-class (during regular class times) for ILST 2655

Do you require accommodation for in-class tests, in-class midterms and in-class finals?

No
Yes

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**”.

Section 3:
Requesting accommodation for a test being held in-class (during regular class times) for ILST 2655

Do you require accommodation for in-class tests, in-class midterms and in-class finals? Yes ▾

Please indicate the scheduled class date, time and duration as outlined by your course instructor. After saving each test, click on "Add another test" button to add additional test requests.

Test 1: Test Date: * (mm/dd/yyyy)

Test Start Time: 8 AM ▾ MIN 00 ▾ (This is the time the test will be written in-class)

Test Length in Minutes: Select test duration ▾ (This refers to the amount of time allotted in class to write this test)

Additional Notes:

Add another test date for ILST 2655

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

Section 4:
Requesting accommodation for an exam being held during an Official Examination Period for ILST 1205

Do you require accommodation for an exam being held during an Official Exam Period?

No
Yes

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.