

Accommodated Midterm/Exam Conflict Alternative Date/Time Form

Students wishing to complete their tests with Accommodations who have an academic scheduling conflict with the original date/time must complete this form to notify Accessible Learning Services that the Professor has reviewed and agreed to that alternative date/time.

It is the Student's responsibility to contact their Professor(s) to initiate this process. We recommend doing this at the start of the semester to ensure that all applicable deadlines are met. If multiple tests/classes require adjustments, any schedule adjustments should prioritize that Lab tests remain as originally scheduled (accounting for any extra time accommodations).

*Please note that this form is **only** for accommodation related testing conflicts. (E.g. extended time accommodation causing overlap between Final Exams, accommodation of 1 Final Exam per day, 3+ classes back-to-back with the midterm in the middle, etc.). All other requests to write at an alternative time are at the discretion of your Instructor.*

Test Requests & Student Responsibilities

To apply accommodations on a test, students must write their tests with us. We require reasonable notice, provided in the form of a "Test Request". Unless otherwise noted, the required minimum is:

- **Tests, Midterms, & Quizzes** at least 7 days in advance of the testing date

**Example: If you have a test on Monday, January 27th at 8:30 am, your test request must be submitted before 8:30 am Monday January 20th.*

- **Final Exams** by 9:00am Monday, November 10th, 2025

(Monday, March 16th, 2026 for Winter term)

Submit completed forms to examsal@acadiau.ca or drop off a physical copy to Accessible Learning Services (Fountain Commons 139; Rhodes Hall 113-115). All tests submitted through this form are subject to the same scheduling policy deadlines required Accessible Learning Services.

Students, complete this form if:

Tests/Midterms:

- 3 or more classes without a break in between, with the middle class(es) having the test/midterm, and wish to move it to ensure you don't miss class time in other course(s)
- Other academic requirements not reflected in your class schedule that conflict with a test/midterm

Note: If you have 2 classes in a row do not complete this form. Instead, please specify the class/test conflict in your Test Request submission through Accommodate. You will start the test early so your extra time will be completed before your next class/test.

Finals:

- x2 additional time (or greater) or have an accommodation specific to Final Exam timelines
- 3 Final Exams scheduled for the same day



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Student Name: _____ Acadia ID#: _____

Please list all Tests, Midterms, and/or Final Exams that you have a conflict:

Course Code & Section (PSYC-1013 WI01)	Professor Name	Original Date/Time	New Date/Time	Professor Signature <i>Confirms New Date/Time</i>

Note: Final Exam start times must be: 9:00am, 2:00pm, 4:00pm, or 7:00pm. We are unable to facilitate other start times during Final Exam period, or any test or exams past 11:30pm.

I confirm that all information provided in this form is accurate and has been reviewed with the relevant faculty.

Date: _____ Student Signature: _____

Submit completed forms to examsal@acadiau.ca or drop off a physical copy to Accessible Learning Services (Rhodes Hall 113-115, 207, 207A). All tests submitted through this form are subject to the same scheduling policy deadlines required Accessible Learning Services.

Reminder: Students MUST submit a Test Request with the confirmed new date/time through Accommodate in addition to this form. Late or incomplete forms cannot be accepted.

