PETITION FOR AN ALTERNATE EXAMINATION DATE

Alternate exam arrangements are granted only under exceptional circumstances, and must be supported by appropriate documentation. If the request is approved, students within 150 km of Waterloo are expected to write the examination(s) on-campus, others will need to find a proctor.

A non-refundable $50 administration may apply. Students may be responsible for paying some fees charged by a proctor, including shipping. You will be informed if you are required to pay these fees.

Email the completed form along with any supporting documentation, to Centre for Extended Learning, Waterloo, at extendedlearning@uwaterloo.ca.

Print clearly and provide all the information requested.

Last Name __________________________ First Names __________________________ Student ID Number __________

Email address __________________________

Term __________ Course(s) __________________________

Originally Scheduled Date __________________________

Requested Date (estimate if necessary) __________________________

Why do you need an alternate date:
□ Medical reasons (must include a completed Verification of Illness form)
https://uwaterloo.ca/health-services/student-medical-clinic/services/verification-illness

□ Other - Provide a brief explanation:

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Have you requested alternate examination dates before?  □ Yes  □ No

If yes, please provide details (approximately when, and for what reason) use the back if necessary.

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