



# Alternative Exam Request from Services for Students with Disabilities

SERVICES FOR STUDENTS WITH DISABILITIES  
518 W. Locust Street • Davenport, Iowa 52803  
563/333-6275 • www.sau.edu/disabilityservices

If you have any questions or concerns, please call  
Ryan Saddler at 333-6275 or Graduate Assistant at 333-6029.

Services for Students with Disabilities provides alternative exam arrangements for students who have documented disabilities. It is the *student's responsibility to get this form filled out and returned to our office (lower level of St. Ambrose University Library) AT LEAST TWO DAYS BEFORE THE DATE OF THE EXAM.* Unless arrangements are made with the instructor, the student will take the exam at the scheduled class time. All accommodations will be provided at our office unless the instructor chooses to provide the necessary accommodations.

## To be filled out by the Student

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Student name \_\_\_\_\_ Phone no. \_\_\_\_\_

Instructor name \_\_\_\_\_ Phone no. \_\_\_\_\_

Instructor office location \_\_\_\_\_ Course \_\_\_\_\_

Date of exam \_\_\_\_\_ Time of exam \_\_\_\_\_

Accommodations needed—check all that apply to you

- Separate room                       Reader                                       Large print
- Extended time                       Computer                                       Writer or scribe
- Other \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## To be filled out by the Instructor

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Check one for uncompleted exam and one for completed exam.

Uncompleted exam will be:

- \_\_\_ Delivered by the instructor to Services for Students with Disabilities office (lower level of library)
- \_\_\_ Picked up at the instructor's office (date and time) \_\_\_\_\_
- \_\_\_ Sent by campus mail
- \_\_\_ Sent by email to: SaddlerRyanC@sau.edu

Completed exam will be:

- \_\_\_ Delivered by the instructor's office
- \_\_\_ Picked by the instructor at the Services for Students with Disabilities office (date and time) \_\_\_\_\_
- \_\_\_ Sent by campus mail

Special instructions \_\_\_\_\_

Time specifications     Timed     No specific time restrictions

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_