

# Application for Adjusted Examination Schedule

REGISTRAR & ENROLMENT SERVICES

Students who have an exam conflict in accordance with the Final Examination Policy should contact their instructors for alternative arrangements and indicate the details on this form. Once the student and instructor complete the form, the student should deliver a copy to Registrar & Enrolment Services or email it to [geninfo@langara.ca](mailto:geninfo@langara.ca) by the posted deadline for the current semester. It is the student's responsibility to read and understand the Final Examinations [Policy](#) and [Procedures](#) (F1007).

## STUDENT TO COMPLETE THIS SECTION

*A printed copy of the student's exam schedule from the student information system must accompany form.*

Last or family name: \_\_\_\_\_ First or given name(s): \_\_\_\_\_

Langara ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTORS COMPLETE STEP ONE AND TWO BELOW:

### STEP 1: CONFIRM EXAM SCHEDULE CONFLICT (please check all criteria that apply)

- Two or more examinations at the same time, OR
- Two or more examinations each exceeding one hour in duration with an intervening break of **less than 30 minutes**, OR
- More than three examinations in one day, OR
- More than six hours of examinations in one day.

**Final examinations will not be rescheduled for reasons other than those noted above.**

### STEP 2: DETERMINE ALTERNATE SCHEDULE

DATE OF EXAM	TIME OF EXAM	SUBJECT/NUMBER/SECTION	ROOM	INSTRUCTOR NAME	INSTRUCTOR SIGNATURE

**Any rescheduled exams must be completed within the official final exam period and the final grade submitted by the grade submission deadline.**

Additional comments: \_\_\_\_\_

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