

LATE EXAM REQUEST FORM | DSP TESTING CENTER

Students requesting to take an exam in the Testing Center
with less than 7 days required notice must complete this form.

STUDENT INFO First Name _____ Last Name _____
DU ID # _____ Email _____
(If late request is approved, we will email you)

EXAM INFO Reason for late request:
 Forgot to sign up Late notification by Professor
 Just approved for accommodations Make-up Exam (disability related)
 Other _____
Course Name & Section (e.g. Math 1200, Section 1) _____
Date/Time Class is Taking Exam _____
Date/Time You Want To Schedule Exam*: _____
**You are expected to take the exam at the same time as the rest of the class*
Approved Testing Accommodations Needed For This Exam: _____
(e.g. Time and a half, Computer, Kurzweil, Dragon, etc...)

PROFESSOR INFO Professor Name _____ Phone _____
Email _____
How long the class has to take this exam _____
**After you receive an email confirmation for an approved late exam request, please log into ClockWork to enter any additional testing information and to upload the exam as soon as possible*

REQUIRED SIGNATURES Student Signature: _____ Date: _____
Professor Signature: _____ Date: _____

- NEXT STEPS**
1. Drop off form at Ruffatto Hall, 4th floor (DSP office) or scan/email to DSP@DU.EDU.
 2. If your late request is approved, we will email you confirmation.
 3. If you do not receive an email confirmation, you must plan on taking your exam as scheduled in the classroom or make alternate arrangements with your professor.

DSP STAFF Date/Time: _____ Name: _____
 Approved
 Booked student in CW
 Sent email confirmation to student & professor
 Not Approved (Reason: _____)

Ruffatto Hall, 4th Floor, 1999 E. Evans Ave, Denver CO 80208 | dsp@du.edu | Tel: 303-871-2372 | du.edu/dsp

