# EXAM IN A REDUCED DISTRACTION LOCATION

## FACULTY REQUEST FORM

Please submit this form at least **one week before** exam.

<table>
<thead>
<tr>
<th>Professor:</th>
<th>STUDENT NAME(S):</th>
</tr>
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<tbody>
<tr>
<td>Course title:</td>
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<table>
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<tr>
<th>Date of exam:</th>
<th>Professor’s Email:</th>
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<tbody>
<tr>
<td>Class Start time of exam:</td>
<td>Cell phone (during exam):</td>
</tr>
</tbody>
</table>

### METHOD FOR EXAM DELIVERY BY INSTRUCTOR TO ODS:

- [ ] E-mail to [wilfexams@yu.edu](mailto:wilfexams@yu.edu) or [berenexams@yu.edu](mailto:berenexams@yu.edu)
- [ ] Drop off at ODS office by:

### PLEASE CHECK THE MATERIALS YOU ARE PERMITTING FOR THIS EXAM:

- [ ] Textbook
- [ ] Class notes
- [ ] Laptop use – student’s personal computer
- [ ] Formula sheet
- [ ] Calculator (specify type)
- [ ] Other

### PLEASE INDICATE YOUR PREFERENCE FOR COMPLETED EXAM DELIVERY.

YOUR EXAM WILL BE EMAILED TO YOU UNLESS YOU SPECIFY OTHERWISE.

- [ ] Scan and email exam to professor
- [ ] BEREN: Professor will pick up exam in Student Affairs office – 215 Lex, 5th floor, att. Betty Kam
- [ ] WILF: Professor will pick up exam in Disability Services office - 500 West 185th Street, Suite 412

11/17