

Mothercraft College of Early Childhood Education

Request for an Alternate Test/Quiz Date

Students are permitted to submit a maximum of **1 (one) request for an Alternate Test/Quiz per semester with a maximum of 4 requests for the entire program.** The granting of an alternate date to write a test/quiz is at the discretion of the Education and Training Manager who will also schedule the new date. **Forms must be submitted to the front office for date stamping at least 3 days before the original scheduled date unless there is a documented emergency.**

Note: In the case of emergencies, this form and valid documentation (e.g. Dr.'s note or evidence of emergency) must accompany the form. Otherwise, failure to write a scheduled test/quiz will result in a mark of 0%.

Student's Name:

Course Title:

Course Instructor:

Name of Test:

Original test date:

☐ Documentation attached (e.g. doctor's note, etc.)

Reason(s) for alternate test date request:

Signature of Student

Date

Approved by:

Signature of Education and Training Manager

Date

New approved test date: _____

Comments:

