

To: Michael Wasserman  
Cc: Mary McGreevy; Sheila E. McCarthy  
Subject: PROF EXAM REQUEST EM432  
Attachments: Sample Coversheet.xls

Some students have registered to take your exam in our testing facility.

In order for us to administer your exam for you, please:

- 1.) Print the exam coversheet attachment. (There may be more than one coversheet if exams are to be administered at different times or in different locations.)
- 2.) Fully complete the exam coversheet information requested and attach it to the front of the exam envelope. (If you have multiple coversheets, please use a separate envelope for each coversheet.)
- 3.) Deliver exams in a sealed envelope to our office at the Student Success Center in the ERC. Your consideration and timely delivery of exams is truly appreciated. We do not accept exams via fax or e-mail.

If you would like our courier to pick up your exam from your department secretary, you should call our office to make the arrangements. Our couriers will pick up/return exams **directly to/from** department secretaries at 9:00 a.m. and 3:00 p.m. in accordance with the timeline outlined on the top of the attached coversheet.

To have your exam picked up at 9:00 a.m., your request must be received in our office the prior day by 4:30 p.m. To have your exam picked up at 3:00 p.m., your request must be received in our office by noon same day.

Remember also that the proctors require all information requested on the coversheet in order to properly administer the exam for you.

If you need to contact our proctors regarding exam corrections or to check on students, please call the proctor tracfone. The number is 315-244-9802.

Thank you for all of your efforts to provide quality services for Clarkson students with disabilities!

*sheila.*

Sheila E. McCarthy  
Director of Accommodative Services  
Clarkson University  
100 Price Hall  
P.O. Box 5635  
Potsdam, NY 13699-5635

Phone: (315) 268-7643  
Fax: (315) 268-2400  
[smccarth@clarkson.edu](mailto:smccarth@clarkson.edu)  
[www.clarkson.edu/oas](http://www.clarkson.edu/oas)