

QUEEN'S UNIVERSITY AT KINGSTON

STUDENT REPORT OF EXAMINATION TIMETABLE CONFLICT

Name: _____ Student No: _____

Queen's Email Address: _____

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by the Office of the University Registrar to process your request as identified on this form. For more information, please contact the Office of the University Registrar, Faculty Services, Queen's University, Gordon Hall Room 110 Telephone: (613) 533-2101

DECEMBER 2011						
DEC			07	08	09	10
0900						
1400						
1900						
DEC	12	13	14	15	16	17
0900						
1400						
1900						
DEC	19	20	21			
0900						
1400						
1900						

Official Exam Conflicts are:
(Check one)

_____ Two exams at the same date and Time (BOTH exams will be accommodated in a separate location)

_____ Three exams in a row (Three exams in 3 consecutive time slots within 24 hours ie. if you have exams at 9am, 2pm and 7pm on the same day)

_____ An exam at the same time as a religious observance
Specify _____

INSTRUCTIONS:

1. Refer to the online copy of the exam timetable.
2. List ALL your examinations in the correct spaces above.
3. Circle the space listing the examinations, which conflict.
4. For the conflicting examinations enter the course department, number, section and instructor's name below

Course _____ Section _____ Instructor _____
 Course _____ Section _____ Instructor _____
 Course _____ Section _____ Instructor _____

Student's signature _____ Date _____

The deadline to apply for accommodations for an official exam conflict is Nov. 7, 2011. Exams in conflict will be moved to the next available timeslot. Individual accommodations will be emailed before the last day of classes. Please read the email(s) CAREFULLY. Contact exams@queensu.ca if you have not received an email by the last day of classes.