

Student Request Form

Midterm Examination Computer Arrangements

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

Student Number _____

Student Name: _____

Phone number: _____

*Queen's Email Address: _____

* You must fill out your Queens (only) email address as we will be notifying students of arrangements by email *only*. If you do not hear from the Exams Office by 3 working days prior to your exam, it is your responsibility to contact the Exam's Office at 613-533-2101, exams@queensu.ca. The midterm arrangement may not be considered final until email confirmation is received from this office.

Please list exams:

Course _____ Date _____ Instructor _____

Course _____ Date _____ Instructor _____

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I understand that this STUDENT REQUEST FORM must be received by the exams office 10 working days prior to the scheduled exam; due to the fact that the exams office has to arrange invigilation. If you have not received confirmation of your midterm exam arrangements by 3 days prior to the exam you MUST contact the Exam's Office to follow up. Failure to submit the appropriate forms on time may result in the exams office not being able to process requests. This request form must be accompanied by the Instructor Information Form before processing can begin.

(Student Signature)

(Date)

NOTE: All special exam arrangement requests must be accompanied by documentation from Health Counseling and Disability Services.

PLEASE SEE PROCEDURE NOTES ON REVERSE.

Procedures for the Computer-Assisted Midterm Exams

When you receive a RECOMMENDATION FOR ACADEMIC ACCOMMODATION form from Health Counselling and Disability Services, you will also receive a STUDENT REQUEST FORM which is an application for a computer assisted midterm exam. You need to take the following steps to arrange for the use of a computer during a midterm exam.

At least 10 working days prior to the exam, bring your RECOMMENDATION FOR ACADEMIC ACCOMMODATION *and your completed* STUDENT REQUEST FORM to the Exam's Office.

The Exams Office will contact your instructor letting them know that a student has requested a computer assisted exam. *If you have not received confirmation of your midterm exam arrangements by 3 days prior to the exam you MUST contact the Exam's Office to follow up. Failure to submit the appropriate forms on time may result in the exams office not being able to process requests.*

- **If your instructor chooses to arrange for the computer assisted mid-term exam to be administered within the department:**

The Exam's Office will let you know by email and you will be responsible for contacting your instructor to make the arrangements.

- **If your instructor chooses to have the Exams Office administer the computer assisted mid-term exam:**

Your instructor must submit a copy of the exam paper to the Exams Office, located in **Room 110, Gordon Hall**. The exam paper must be received by the Exams Office at least **3 working days prior** to the scheduled exam in order for the exam to be accommodated.

The Exams Office will contact you by email once arrangements have been made for your exam.

If you have not received confirmation of your midterm exam arrangements by 3 days prior to the exam you MUST contact the Exam's Office to follow-up.