

Extra Time for Final Exams
Faculty of Arts and Science, School of Business

All exchange students whose first language is NOT English can apply to the Exams Office for an **extra ½ hour** of time to write final exams. You are also allowed to bring in **one (1) language translation dictionary**.

If you would like to apply for the options, you must fill out the information in the form below, have each instructor sign for each course and the signature of the Associate Dean (or designate). Return it to the Exams Office. They must have this form **as soon as possible**. The deadline for this service is **November 7th (fall term), March 7th (winter term), June 7th(spring term) and July 7th (spring-summer and summer term)** .

Return to:
Exams Office
Room 110
Gordon Hall

Student Name: _____ Student Number: _____
(PRINT LEGIBLY)

Address: _____

Email address _____

Student signature x _____

Course	Exam Date	Exam Time	Professor Name	Professor Signature

All requests must be approved by Associate Dean or designate.

Signature of Associate Dean (or designate)

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.