



Exchange Students – Extra time for final exams

For centrally administered exams in Fall, Winter & Summer

Return completed form to Exams Office – Gordon Hall, Room 110

Firm deadline: November 7 (Fall), March 7 (Winter), June 7 and July 7 (Summer exams)

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**, and prior to the deadline date.

If the form is received by the deadline, the Exams Office will make an accommodation in a separate location than the rest of your class. You will receive information on the time and location of your exam in your Queen’s email before the end of classes. Please read the email CAREFULLY. The Exams Office cannot accept any requests after the deadline date.

Student name: _____

Student ID: _____

Queen’s email: _____@queensu.ca

Student signature: _____ Date: _____

Course & Section (ex: PSYC 100, Sec 001)	Exam Date & Time (ex: Dec 12 @ 9 am)	Instructor Name	Instructor 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, Email: exams@queensu.ca