REQUEST FOR TESTING ACCOMMODATIONS

Exams must be booked at least 7 class days in advance. CTL will confirm the exam via email to both student and professor.

> You must write legibly and complete all specific information below before CTL will send out an exam notification.

TODAY’S DATE: ______________________

Name: ___________________________________________________________________

E-MAIL @hws.edu: ___________________________________________________________

Campus Phone: ___________________________________________________________________

Cell Phone: ___________________________________________________________________

Year (circle one): FY SOPH JR SR College: Hobart WS

Course for which you need testing accommodations

CTL will not process this request unless all information has been included.

Course Title: ___________________________________________________________________

Specific Course Abbreviation and Section (e.g., Econ 301-01): ________ - ______

Instructor: ___________________________________________________________________

Date of Exam: ___________________________________________________________________

Start Time of Exam (as determined by schedule): ___________________________________________________________________

Fill in the information below on the accommodations you receive.

Accommodations
1. ___ Extended Time (time and a half - 1.5X) ___ Extended Time (double time - 2X)
2. ___ Separate testing location
3. ___ Word Processing
4. ___ Other ________________________________________________________________

Class Length -

Time and a Half, (1.5X)

___ 55 minute class - Time allowed is 1 hour & 25 minutes
___ 85 minute class - Time allowed is 2 hours & 10 minutes

Double Time, (2.0X)

___ 55 minute class - Time allowed is 1 hour & 50 minutes
___ 85 minute class - Time allowed is 2 hours & 50 minutes