



Student Request Form

For midterm examination computer arrangements
Return form to Exams Office – Gordon Hall, Room 110
Firm deadline: 2 weeks prior to the scheduled exam

Last name: _____	First name: _____
Student ID: _____	Queen's email: _____@queensu.ca

You must fill out your Queen's email address as we notify students of arrangements by email *only*. The midterm arrangement may not be considered final until email confirmation is received from this office – see reverse for confirmation dates. If you have not received confirmation of your midterm exam arrangements once the confirmation date has past, you **MUST** contact the Exams Office to follow up. Failure to submit the appropriate forms on time will result in the Exams Office not being able to process requests.

Please list exams:

Course _____	Date(s) _____	Instructor _____
Course _____	Date(s) _____	Instructor _____
Course _____	Date(s) _____	Instructor _____
Course _____	Date(s) _____	Instructor _____
Course _____	Date(s) _____	Instructor _____

I understand that this Student Request Form must be received by the Exams Office 2 weeks prior to the scheduled exam due to the fact that the Exams Office has to arrange invigilation. I understand that the Exams Office will contact my instructor, and they cannot make any arrangements until the instructor has provided the information requested.

(Student Signature) (Date)

NOTE: All special exam arrangement requests must be accompanied by documentation from Student Wellness Services.

PLEASE SEE PROCEDURE NOTES ON REVERSE.

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

Procedures for the Computer-Assisted Midterm Exams

When you receive your accommodation form from Student Wellness Services, 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 accommodation form from SWS *and your completed* Student Request Form to the Exams Office (Gordon Hall, Room 110). The Student Request Form can be found online at <http://www.queensu.ca/registrar/exams/special-arrangements>. Forms are also available in the Exams Office.

The Exams Office will contact your instructor letting them know that you have requested a computer assisted exam. You will receive confirmation of your midterm exam accommodation arrangements as follows:

- **If you have a midterm on a Monday or Tuesday, you will receive confirmation to your Queen's email on the Wednesday prior.**
 - **Example:** You have a midterm on Monday, October 17. You will receive your email confirmation on Wednesday, October 12.
- **If you have a midterm on a Wednesday, Thursday, or Friday, you will receive confirmation to your Queen's email on the Friday prior.**
 - **Example:** You have a midterm on Thursday, October 27. You will receive your email confirmation on Friday, October 21.

If you have not received confirmation of your midterm exam arrangements once the confirmation date has passed, you MUST contact the Exams Office to follow up. Failure to submit the appropriate forms on time will 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 Exams Office will let you know by email and you will be responsible for contacting your instructor to make the arrangements.

- **If you and your instructor have come to an agreement after submitting this request to the Exams Office, please notify the Exams Office that our assistance is no longer required.**
- **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 **2 working days prior** to the scheduled exam in order for the exam to be accommodated.

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