

HOBART AND WILLIAM SMITH COLLEGES
CENTER FOR TEACHING AND LEARNING

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