

**Student Number** \_\_\_\_\_

[exams@queensu.ca](mailto:exams@queensu.ca). The midterm arrangement may not be considered final until email confirmation is received from this office.

**Please list exams:**

**Course** \_\_\_\_\_ **Date**

## Procedures for the Computer-Assisted Midterm Exams

When you receive a RECOMMENDATION FOR ACADEMIC ACCOMMODATION form from Health Counselling and Disability Services, you will also receive a STUDENT REQUEST FORM which is an application for a computer assisted midterm exam. 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 RECOMMENDATION FOR ACADEMIC ACCOMMODATION *and your completed* STUDENT REQUEST FORM to the Exam's Office.

The Exams Office will contact your instructor letting them know that a student has requested a computer assisted exam. ***If you have not received confirmation of your midterm exam arrangements by 3 days prior to the exam you MUST contact the Exam's Office to follow up. Failure to submit the appropriate forms on time may result in the exams office not being able to process requests.***

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