Student Exam Request Form

STUDENT: ___________________________  TODAY’S DATE: ____________

EMAIL: ______________________________  PHONE#: ________________

COURSE NAME/NUMBER: _____________  INSTRUCTOR: ______________

CLASS DATE of exam (include day)  Day: ____________  Date: ______________

CLASS TIME of exam  From: ____________  To: ______________

REQUESTED DATE of exam (include day)  Day: ____________  Date: ______________
✓ Please ensure that Exam Authorization Form is submitted to your instructor – Testing Center will not administer exam without authorization from instructor

REQUESTED TIME OF EXAM  From: ____________  To: ______________
✓ Testing Office Hours: 9:00am to 5:00pm, Monday – Friday

ACCOMMODATIONS
(Please check only those listed on your Accommodation Letter and needed for this exam!)

☐ Time & A Half  ☐ Double Time  ☐ Enlarged
☐ Computer  ☐ Scribed Exam  ☐ Reader
☐ Private Room  ☐ Calculator (specify type __________)
☐ Other ______________

☐ By checking this box, I acknowledge I will inform ADSR 24 hours in advance of any cancellations or changes. Failure to do so may result in the cancellation of my testing privileges. I also agree to adhere to the University Academic Honesty Policy. I realize that any dishonest activities will be reported to my professor and to the Office of Student Conduct.

STUDENT SIGNATURE ________________________________
ADSR Five (5) Day Testing Policy

- In order to schedule multiple exams with varied accommodations, our office asks for at least five (5) business days’ notice before the date of your exam to best accommodate you.
- Please see the sign-up schedule below to help plan for upcoming exams.
- If at all possible, we advise students to sign up for all tests and exams at the beginning of the semester to avoid scheduling problems.

Please note that there are different sign-up deadlines for any exams scheduled prior to Midsemester (Friday, February 26th) and Final Exams (Friday, April 8th)

No exceptions will be made to this policy. Please plan accordingly.

To take your test at ADSR, you should sign up by:

- Test on Monday? Submit request on the Monday before by 5:00pm.
- Test on Tuesday? Submit request on the Tuesday before by 5:00pm.
- Test on Wednesday? Submit request on the Wednesday before by 5:00pm.
- Test on Thursday? Submit request on the Thursday before by 5:00pm.
- Test on Friday? Submit request on the Friday before by 5:00pm.

Test Time Calculations:

<table>
<thead>
<tr>
<th>50 Minute Class</th>
<th>75 Minute Class</th>
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<tbody>
<tr>
<td>Time &amp; A Half = 1 hr. 15 min.</td>
<td>Time &amp; A Half = 1 hr. 50 min.</td>
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<tr>
<td>Double Time = 1 hr. 40 min.</td>
<td>Double Time = 2 hr. 30 min.</td>
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For all exam questions contact:

ADSR Testing Office
Murdy Hall, Room 134
P: 770.784.4690   E: oxfordtesting@emory.edu
F: 770.784.4667

Office Hours: Monday to Friday 9am to 5pm

Final Exam Week Hours:
Monday to Friday 9am to 5pm