



## Test/Exam Late Add Registration Form

### STUDENT

First Name (Legal)

Last Name (Legal)

First Name (Preferred)

Student Number

E-mail

Accessibility Advisor

### COURSE

Course Code

e.g. MAT123H5F

Meeting Section

e.g. LEC0101

Course Contact Name

Course Contact E-mail

### ASSESSMENT

Assessment Date

Date Format: dd-mmm-yyyy. If online, what is the **first** date that the assessment will become available?

Assessment Location

Review the options below, then enter 1, 2, or 3.

Assessment Time

If online, what is the **earliest** time that the assessment will become available?

#### 1. In Person with Accessibility Test & Exam Services

The class will be writing the assessment in-person, on campus. I will be writing the assessment in-person, on campus also, but request an accommodated testing location instead of with my classmates.

Writing Time Limit

If online, what is the **writing time limit** (e.g. 30 mins)? Do not enter the availability period length (e.g. 48 hrs).

#### 2. Online with Accessibility Test & Exam Services

The class will be writing the assessment online at home. I will be writing the assessment online also. However, I prefer to write at an accommodated testing location instead of at home. I will supply my own laptop and my time accommodations (e.g. extended duration) will be programmed into the online assessment, if applicable.

Assessment Type

Standard Assessment - Course Enrolment: This Term

Make-up Assessment - Course Enrolment: This Term

Deferred Assessment - Course Enrolment: Past Term

#### 3. Online at Home

The class will be writing the assessment online at home. I will be writing the assessment online at home also. My time accommodations (e.g. extended duration) will be programmed into the online assessment, if applicable.



## Submission Instructions

### SUBMIT FORM BY E-MAIL TO UTM ACCESSIBILITY TEST & EXAM SERVICES

#### I missed the accommodation registration deadline because...

- The assessment date and/or time were not announced until after the accommodation registration deadline.
- I am registering for accommodations for a make-up assessment. (Attach a copy of the approval from the instructor or academic department.)
- I am registering for accommodations for a deferred assessment. (Attach a screenshot of the approved "Petition Form" with verification of payment status.)
- A disability-related reason and/or illness prevented me from meeting the accommodation registration deadline.
- I am new to Accessibility Services (within 14 days)
- Other:

#### I did not miss the accommodation registration deadline, but....

- I tried but was unable to register for accommodations for this assessment via AIMS.

## Late Requests for Accommodations

Accommodations are not guaranteed to students who register late.  
Review the accommodation registration deadlines [here](#).