



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. LECO101

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](#).