## ACCESSIBILITY TEST & EXAM SERVICES
### University of Toronto, Mississauga

## 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-mm-yyyy. If online, what is the first date that the assessment will become available?*

**Assessment Time**

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

**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).*

**Assessment Type**

Standard Assessment - *Course Enrolment: This Term*

Make-up Assessment - *Course Enrolment: This Term*

Deferred Assessment - *Course Enrolment: Past Term*

**Assessment Location**

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

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.

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.

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

In order to be considered, this completed form must be received by 4:00 pm on the seventh day before your test. Forms submitted less than seven days before your test will not be considered.

Further, accommodations are *not* guaranteed to students who register late. Review the accommodation registration deadlines here.