



In order to be considered, this form must be completed and submitted to 'accessexams.utm@utoronto.ca'.  
Note completing this form does not mean that your test will be booked.

Test accommodations are not guaranteed for students who register after the 14 day deadline.

## Test/Exam Late Add Registration Form

### STUDENT

First Name (Legal)	<input type="text"/>	Last Name (Legal)	<input type="text"/>
First Name (Preferred)	<input type="text"/>	Student Number	<input type="text"/>
E-mail	<input type="text"/>	Accessibility Advisor	<input type="text"/>

### COURSE

Course Code e.g. MAT123H5F	<input type="text"/>	Meeting Section e.g. LECO101	<input type="text"/>
Course Contact Name	<input type="text"/>	Course Contact E-mail	<input type="text"/>

### ASSESSMENT

<p><b>Assessment Date</b> <input type="text"/></p> <p><i>Date Format: dd-mm-yyyy. If online, what is the <b>first</b> date that the assessment will become available?</i></p>	<p><b>Assessment Location</b> <input type="text"/></p> <p><i>Review the options below, then enter 1, 2, or 3.</i></p>
<p><b>Assessment Time</b> <input type="text"/> <input type="text"/></p> <p><i>If online, what is the <b>earliest</b> time that the assessment will become available?</i></p>	<p><b>1. In Person with Accessibility Test &amp; Exam Services</b> 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.</p>
<p><b>Writing Time Limit</b> <input type="text"/></p> <p><i>If online, what is the <b>writing time limit</b> (e.g. 30 mins)? Do not enter the availability period length (e.g. 48 hrs).</i></p>	<p><b>2. Online with Accessibility Test &amp; Exam Services</b> 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.</p>
<p><b>Assessment Type</b></p> <p>Standard Assessment - <i>Course Enrolment: This Term</i></p> <p>Make-up Assessment - <i>Course Enrolment: This Term</i></p> <p>Deferred Assessment - <i>Course Enrolment: Past Term</i></p>	<p><b>3. Online at Home</b> 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.</p>



## 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

Remember, test accommodations are *not* guaranteed to students who register after the 14 day deadline. Review the accommodation registration deadlines [here](#).