

EXAM ACCOMMODATION FORM

Side A: to be filled in by STUDENT

A. Student information

Student's Name:	
AUP ID#:	
Phone number:	

B. Policies (please read and sign)

- Students must be registered with the Office of Student Affairs for the current semester to be eligible to receive accommodations (registration takes place during the first **3 weeks of the semester** with valid documentation)
- This form must be submitted for **each exam** requiring accommodation arrangements **at least 2 WEEKS prior to exam date**
- No form is required if the exam accommodations are independently arranged between student and professor
- **Professors make the final decision** about the accommodations allowed for an exam based on recommendations made by Student Affairs

I have read and understand the above policies as well as the full detailed policies on learning disabilities on AUP's website: (<https://www.aup.edu/student-life/resources-services/health-wellness/learning-disabilities>)

Student signature:

C. List the accommodations you would like to request from your professor (based on the medical documentation provided to the Student Counselor and on file with Student Affairs):

<input type="checkbox"/> a laptop - please circle one: QWERTY or AZERTY <input type="checkbox"/> extra time: _____ (include amount) <input type="checkbox"/> other:

D. Scheduling conflicts

If you are requesting extra time and your professors will be requesting an alternate proctored environment, **please mark the times you are NOT available.**

Please list the commitments you have on those days during the exam week, in particular other exams, work, etc. **Any block left empty will be considered as a potential time to schedule an exam.** Be aware that the timetable below is organized in exam periods which are 2.5 hours each.

Exam Time	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8h30 – 11h00					
Period 2 12h00– 14h30					
Period 3 15h30- 18h00					
Period 4 19h00- 21h30					

Note to students: you are responsible for arranging a time with your professor to fill out this request form far enough in advance to return it to the Office of Student Affairs no later than **2 weeks before the exam date**
NO LATE EXAM ACCOMMODATION FORMS WILL BE CONSIDERED.

EXAM ACCOMMODATION FORM

Side B: to be filled in by PROFESSOR

A. Professor and course information

Professor's Name:	
Course #:	
Course title:	
Professor's signature:	
Preferred Contact Information:	

B. Information for professors

- All requests for proctors will be given to the Student Counselor in the Office of Student Affairs.**
Professors are encouraged to make a reasonable effort to accommodate a student's needs (for extra time on exams). If accommodations cannot be made due to logistical conflicts, a staff member **of the Academic Dean's office** will explore solutions with you to meet the student's needs, most likely having the student take the entire exam in an alternate location with a proctor who would administer the exam.
- Once the student contacted Student Affairs, all requests for exam-ready laptops will be managed by the Academic Resource Center (ARC). It will be coordinated between the Student Counselor, Academic Affairs and ARC.**
Laptops are delivered and retrieved by an ARC staff member or assistant. All laptops are cleaned before delivery and are Internet-disabled. The student will use Microsoft Word to write the exam with spell-check enabled. Upon pick-up, the ARC technician will provide a copy of the student's completed exam to the professor only (no copy will be delivered to the student).
- If you request a proctor, please provide Academic Affairs with a copy of your exam no later than 24 hours prior to the exam.**

C. Arrangement details

Do you require assistance from Academic Affairs staff to meet the academic accommodation request(s) of your student? **Please choose one of the following options below:**

Information about upcoming in-class Exam:

- Date:** _____
- Time:** _____
- Location:** _____
- Duration:** _____

- ☐ 1) a **laptop** to be distributed to the exam by the ARC (Academic Resource Center)
- ☐ 2) a **proctor** needed and an alternate exam location

Length of the exam (including the extra time): _____

- ☐ 3) a **laptop & proctor** needed

Length of the exam (including the extra time): _____

Professor's notes/signature:

Please consult your AUP email for correspondence regarding the arrangements for this exam.

ARC: Ann Borel (arc@aup.fr) x695

Student Affairs: Sandrine Godt (sgodt@aup.fr) x643

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