

Semester Final Exam Accommodation Request Form

- Students, please fill in all necessary information that is being requested. Once completed & signed, please turn in this form to the SSD office to set up dates and accommodations for your FINAL exam. This completed form is due to SSD **two weeks** before your final exam. Please fill out this form for each enrolled course.
- Evening Classes: Finals can be scheduled earlier, or the next day, with instructors approval. Students are instructed to speak to professors in advance regarding any date or time changes. The SSD office closes at 8:00 p.m. during finals. Please contact SSD's Testing Services at 278-7220 or at ssdtesting@mail.fresnostate.edu for further assistance, if needed.

SUBMIT FINAL EXAM REQUEST BY:	FOR EXAM ON:
April 30th, Monday	May 14th, Monday
May 1st, Tuesday	May 15th, Tuesday
May 2nd, Wednesday	May 16th, Wednesday
May 3rd, Thursday	May 17th, Thursday

Student Information

Students Full Name: _____

Primary Phone Number: _____ E-mail: _____

Course: _____ Days of Class: _____

Class Time: _____ Classroom Location: _____

Professor Name: _____ Professor E-mail: _____

Testing Accommodations

Testing Aids

- Reader
 Scribe (Writer)
 Spelling Aid
 Color Paper
 4 Function Calculator
 Enlarge Exam (129%)
 Other: _____

Assistive Technology

- CCTV
 Computer - MS Word
 Computer - Dragon
 Computer - Read&Write
 Computer - JAWS
 Computer - ZoomText

Room / Time

- Private
 Quiet
 Time
 Time & ¼
 Time & ½
 Double Time
 Restroom Break

Final Exam Date: _____ Final Exam Day: _____ SSD - Final Exam Time: _____

Student Signature: _____ Date: _____

Final Exam Schedule

YOUR FINAL EXAM START TIME	SSD START TIME
In-Class Start Time: 6:30am, 8:30am, or 8:45am	SSD Start Time: 8:00am
In-Class Start Time: 11:00am	SSD Start Time: 11:00am
In-Class Start Time: 1:00pm or 1:15pm	SSD Start Time: 2:00pm
In-Class Start Time: 3:30pm	SSD Start Time: 3:30pm
In-Class Start Time: 5:45pm or 8:00pm	SSD Start Time: 5:00pm

SSD OFFICE USE ONLY: 1) DSTMP: _____ 2) Input in SAM: _____ 3) File in Binder when Finished