

## SEMESTER FINAL EXAM ACCOMMODATION REQUEST

- 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 **four 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](mailto:ssdtesting@mail.fresnostate.edu) for further assistance, if needed.

SUBMIT FINAL EXAM REQUEST BY:	FOR EXAM ON:
April 20th, Monday	May 11th, Monday
April 21st, Tuesday	May 12th, Tuesday
April 22nd, Wednesday	May 13th, Wednesday
April 23rd, Thursday	May 14th, 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