

Disability-Related Take-Home Exam Extra Time Request Form

Note: If you require extra time for reasons NOT related to your disability, do not use this form. Please contact your Instructor or refer to your course syllabus for more details.

- Generally, take-home exams have extra time built-in to accommodate a variety student needs, including extra time accommodations. E.g. The exam is designed to be completed in 4 hours but the Course Instructor has provided 48 hours for the entire class.
- Case by case considerations for additional time may be requested for disability related reasons. If so, please complete this form.
- When making accommodation requests, students are responsible for giving the university ample time to ensure that accommodations will be available when needed. As such, **please submit this form as early as possible to AccessAbility Services** via ability.utoronto.ca.

Note: You must use your mail.utoronto.ca email address when sending this form via email.

Student Name:	
Student Number:	
Student Email Address	@mail.utoronto.ca
Disability Consultant (If known):	

Please briefly describe the reason for requesting additional time on your take-home exam:

Take-Home Exam Details

Course Code:	Section:
Instructor's Name:	Instructor's Email:
Release Date of the Take-Home Exam:	
Original Due Date:	
Did the instructor advise re: the anticipated duration of test? If yes, please specify.	(E.g. The exam is designed to be completed in 4 hours but the Course Instructor has provided 48 hours for the entire class)
Amount of Extra Time Requested:	

Format of Take-home Exam

Essay

Long-answer exam

Short-answer exam

Other: _____

Communication with Instructor

Have you contacted the Instructor/TA in regards to this take-home? YES NO

If YES, what was the outcome of the contact? (e.g. is the Instructor seeking confirmation from AccessAbility Services?)

Please provide any additional information or scheduling concerns here (e.g. scheduling information about other exams):

Statement of Consent

I give permission for AccessAbility Services to contact my Academic Department (Instructor and/or TA/Course Coordinator) regarding this request.

Yes

No

Student Signature*: _____ Date _____

*Digital signature or typed name will be accepted as signature

Next steps:

- AccessAbility Services will contact you if additional information or documentation is required.
- AccessAbility Services will contact you with the outcome of your request as soon as possible.
 - In the interim, please continue to work towards the original submission date.
- **If you determine that extra time for your take-home exam is no longer required, please notify us as soon as possible.**