



University of Lethbridge
Calgary Campus
Student Services
Phone: 403-571-3360, ext. 4657
Email: cgy.accommodations@uleth.ca

CALGARY CAMPUS EXAM ACCOMMODATIONS

How to request an accommodated exam:

1. Fill out the electronic ADOBE fillable exam request form
 - a. Fill out the form electronically and save it to your computer
 - b. Students must submit a separate exam request form for each exam. Please save each request as a separate file.
 - c. Exam request file names should include the student's last name, the course, and the exam being requested

Example: *'Smith, 20170124, Mgt3850 Quiz 1'*

2. E-mail the Exam Request form(s) to cgy.accommodations@uleth.ca
3. Watch for an e-mail in your ulethbridge webmail account confirming the date and time of the accommodated exam

Helpful Hint: How to save time filling out the exam request form

Filling out the exam request form:

1. Open the ADOBE fillable exam request form on your computer
2. Fill out your personal information in the top part of the exam request form
3. Save the file to your computer desk top
 - a. Example: *'Exam Request Form 2016/17'*
4. Fill in the lower portion of the exam request form with your exam information
5. Select "Save as" to save the document **as a new file**
 - a. Be sure to give it a new and unique file name specific to the exam (see 1c listed above)
 - i. Example: *'Smith, 20170124, Mgt3850 Quiz 1'*
6. Close the document
7. Re-open the original file
 - a. Example: *'Exam Request Form 2016/17'*
8. Repeat steps 4- 6 for each exam request
9. E-mail form(s) to cgy.accommodations@uleth.ca at least 14 days prior to scheduled exam date