Final Exam Hardship Form (Fall 2019)

Policy: The Registrar defines exam hardship as three exams finished within a 24-hour period (i.e. at 9:00 am, 1:00 pm & 4:00 pm) or four exams finished within a 48-hour period. In these cases, the registrar allows students to move a final exam’s start time.

CARDS offers different criteria to make allowances for students whose testing accommodations include extended time. CARDS students who: (1) receive 1.5x or 2x extended time or untimed breaks to complete a final exam (usually 3 hours); and (2) have two exams scheduled for one day, would be testing anywhere from 8-12 hours in one day. Therefore, CARDS’s threshold for an exam hardship is defined as two exams within a 24-hour period if students are testing for more than 6 hours. In these cases, CARDS would allow students to move the start time for one of their exams.

If faculty question a change in start time, CARDS staff will review the request to determine which exam to move. In general, we move the exam scheduled to start later. However, we do consider the comments provided by faculty on this form when making a determination if neither faculty member agrees to an alternative date. Please note that CARDS will move the late afternoon/evening exams (4:00pm, 4:10pm, 7:00pm, 7:10pm) to earlier in the day to fit within our extended office hours for final exams. An exam hardship form is not required to move an exam that begins at 4pm or later to earlier in the day.

Student Instructions: Complete this form by the deadline in bold below. Completing this form will require: (1) Speaking with and obtaining the appropriate signatures from your professor(s), (2) Scanning and emailing this form to CARDS at cards@barnard.edu OR submitting in-person (101 Altschul) no later than 3pm on Thursday, 11/21/19, and (3) Inputting all of your exam requests into AIM. (Before submitting, please review the “Submission Checklist” on the next page to ensure all steps are completed.)

Faculty Instructions: Complete in full either Section A. Exam #1 or B. Exam #2 as requested by the student. Please note that you may choose to decline an alternative final exam date/time, however, if both faculty members decline an alternative final exam date/time, CARDS staff will make a determination as to which exam will be moved to ensure we are not requiring students to test for more than 6 hours in one day, per the Registrar’s exam hardship policy. Additionally, if you are giving less than 3 hours for the final exam, it’s important to indicate that on this form in order for the student to follow the same exam conditions provided in the classroom. Please feel free to contact us at CARDS ((212) 854-4634) with questions.

I. GENERAL INFORMATION (to be completed by student):

<table>
<thead>
<tr>
<th>a. Student’s Name:</th>
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<tbody>
<tr>
<td>b. Extended Time Accommodation: (Please Circle Any That Apply, Per Your Accommodation Plan)</td>
</tr>
<tr>
<td>1.5 x     1.75x    2.0 x   2.5x    Untimed Breaks</td>
</tr>
<tr>
<td>c. Date(s) of Exam Hardship:</td>
</tr>
<tr>
<td>12/_______/2019</td>
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<tr>
<td>d. Reason for Exam Hardship:</td>
</tr>
<tr>
<td>___________________________________________________</td>
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<td>________________ / __________/2019</td>
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*Student’s Signature                                                                Date

II. EXAM INFORMATION (numbers 1-5 to be completed by student):

A. EXAM #1

<table>
<thead>
<tr>
<th>a. Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Professor:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Exam Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Scheduled Exam Date: 12/_______/19</td>
</tr>
<tr>
<td>b. Scheduled Exam Start Time: __________ am/pm</td>
</tr>
</tbody>
</table>

3. Have you entered this request into AIM?   _Yes □   No □
4. Are you requesting to move this exam?  
   Yes ☐  No ☐

5. New proposed start time (if applicable):  
   Date: 12/ ____/19  
   Time: 9:00AM ☐ 11:30AM (2x ONLY) ☐ 1:00PM ☐

   *If you are NOT requesting to move this exam, then please skip #6 (below). There is no need to speak with the professor for this course or get their signature, unless both faculty decline the exam change; then you must speak to both.*

6. To be filled out by professor if student is requesting to move exam start time

   a. Exam Length Given to Class:  ______________ hrs  ______________ mins
   b. Approval to Move Exam Start Time:  Yes ☐  No ☐  Need to speak with CARDS ☐
   c. Comments/ Questions:
   ____________________________________________________  
   ____________________________________________________  
   ____________________________________________________  
   ____/____/2019  
   *Professor’s Signature  
   Date

    B. EXAM #2

   1. Course Information
   a. Course Title:
   b. Professor:

   2. Exam Information
   a. Scheduled Exam Date:  12/ ____/19
   b. Scheduled Exam Start Time:  ______________  am/pm

   3. Have you entered this request into AIM?  
   Yes ☐  No ☐

   4. Are you requesting to move this exam?  
   Yes ☐  No ☐

   5. New proposed start time (if applicable):  
   Date: 12/ ____/19  
   Time: 9:00AM ☐ 11:30AM (2x ONLY) ☐ 1:00PM ☐

   *If you are NOT requesting to move this exam, then please skip #6 (below). There is no need to speak with the professor for this course or get their signature, unless both faculty decline the exam change; then you must speak to both.*

8. To be filled out by professor if student is requesting to move exam start time

   a. Exam Length Given to Class:  ______________ hrs  ______________ mins
   b. Approval to Move Exam Start Time:  Yes ☐  No ☐  Need to speak with CARDS ☐
   c. Comments/ Questions:
   ____________________________________________________  
   ____________________________________________________  
   ____________________________________________________  
   ____/____/2019  
   *Professor’s Signature  
   Date

**SUBMISSION CHECKLIST:**
1. Have you obtained all of the appropriate signatures from your professor(s)?
2. Have you provided alternative exam dates and times where appropriate?
3. Have you entered all of your finals requests into AIM?

   CARDS staff will move your exam times if you enter your request for a time range in AIM that does not correspond correctly to when the class exam is scheduled (i.e. if a 9am class exam is entered for 1pm at CARDS) OR if your request does not correspond correctly to your particular accommodation. Please be advised that the 11:30am testing time is ONLY available for students with 2x who have an afternoon exam (1pm, 1:10pm, 4pm, 4:10pm, 7pm, or 7:10pm) scheduled in order to allow those students to use their 6 hours for testing and finish at 5:30pm. If you have 2x and untimed breaks, CARDS will email you and move your exam earlier than 11:30am to allow you to finish by 5:30pm.

   For questions or concerns please contact CARDS at (212) 854-4634 or email CARDS at cards@barnard.edu. Students should scan and email completed form to CARDS staff at cards@barnard.edu OR drop off in person (101 Altschul) no later than 3pm on Thursday, November 21, 2019.