

Evening Exam Request Form

Please return completed Evening Exam Request form to the Office of the Registrar by email to bjcole@purdue.edu. For questions about the Evening Exam request process, please call **46308**.

Date: _____

From: _____ Email address: _____
 (First and Last Name, please clearly printed)

Per Faculty Senate policy, evening examinations for single section courses are not encouraged and may be requested only under the most unusual circumstances and after review of the department head, indicated by the signature of the department head on this request form.

If this request is for certain sections within a multi-sectioned course, please provide the Course Reference Number (CRN) and/or section numbers.

Alternate seating is available only for courses with less than 200 students enrolled. If your course has less than 200 students enrolled, please indicate your need for alternate seating by checking this box:

Please indicate courses and four date choices... no exams on Fridays, Saturdays or Sundays

| WL or IN | Subject | Course # | CRN#(s) Sec# (s) or "All" | Est. Enrollment | 1st Choice | 2nd Choice | 3rd Choice | 4th Choice |
|----------|---------|----------|---------------------------------|--------------------|------------|------------|------------|------------|
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Distance Offering Included Yes or No

Note: For distance offerings requesting evening exams, the course offering must be set with "primarily online" instructional method and include a schedule note for students, before registration begins, stating an in-person exam may be required.

- 60-minute exam is requested. (6:30-7:30 pm or 8:00-9:00 pm) *Specific time requests cannot be accommodated
- Extended time is requested. **Please check one:** 1 ½ hours (8:00-9:30pm) or 2 hours (8:00-10:00pm)
- Alternate Room for DRC Accommodations is needed. Indicate size here: _____ Extra time: _____ minutes

*****Required Information and Signature for Extended Time Requests*****

Please describe the unique nature of the course that precludes effective testing within the standard 60-minute Evening Exam time allotment. Department head signature is required, per University Senate policy.

Required Information for All Evening Exam Requests

As mandated by Faculty Senate policy, for all examination periods scheduled, roughly equivalent regular class periods are to be eliminated. Omitted meetings are to be selected by the instructor according to the principle that meetings for each course should be distributed uniformly over their assigned terms of instruction. Please list the regular class periods which will be omitted:

Printed Name: _____ Signature: _____ Date: _____
Department Head

Evening Exam Policy: purdue.edu/registrar/faculty/scheduling/even-final_exam_schedule.html