



## HOW TO REQUEST TO TAKE AN EXTENDED TIME EXAM IN PAL

You must use your *myCurry* portal to request to take an exam in the Webb Learning Center (PAL) Assistive Technology Room.

### INSTRUCTIONS:

1. Discuss with your professor where you'll take your exam, in the classroom or in the Webb Learning Center (PAL). If you're asked to take the exam in PAL, you must follow these remaining steps.
2. Log into your *myCurry* portal;
3. Once you've entered the portal, click the **Curry Web Information System (CWIS)** icon;
4. On the next screen, click **Student Services and Financial Aid**;
5. On the next screen, scroll down and click **Request for Extended Exam Time**;
6. On the next screen, select the course, date, and time of your scheduled exam, as well as any academic accommodations you are currently eligible to receive (please note: extended time is automatically included);
7. On the next screen, confirm the professor, course, date, and time of your scheduled exam;
8. Submit your request.

Failure to submit a request in advance of your scheduled exam will result in you having to take your exam in the classroom. If you have questions about this process, please contact the Office of Disability Services.