|  |  |  |
| --- | --- | --- |
| **Original Amount of Time:** | **Time and a Half:** | **Double Time:** |
| 15 minutes | 22 minutes | 30 minutes |
| 30 minutes | 45 minutes | 1 hour |
| 45 minutes | 1 hour and 8 minutes | 1 hour and 30 minutes |
| 1 hour | 1 hour and 30 minutes | 2 hours |
| 1 hour and 15 minutes | 1 hour and 52 minutes | 2 hours and 30 minutes |
| 1 hour and 30 minutes | 2 hours and 15 minutes | 3 hours |
| 1 hour and 45 minutes | 2 hours and 37 minutes | 3 hours and 30 minutes |
| 2 hours | 3 hours | 4 hours |
| 2 hours and 15 minutes | 3 hours and 23 minutes | 4 hours and 30 minutes |
| 2 hours and 30 minutes | 3 hours and 45 minutes | 5 hours |

**\*Cut the scheduled exam time in half, and add that to the amount of original time of the exam.**

|  |  |
| --- | --- |
| **When Do You Need To Take The Test** | **When to Submit The Testing Services Request Form:** |
| Monday at 11:00 a.m. | Wednesday at 11:00 a.m  **The WEEK BEFORE the test** |
| Tuesday at 11:00 a.m. | Thursday at 11:00 a.m  **The WEEK BEFORE the test** |
| Wednesday at 11:00 a.m. | Friday at 11:00 a.m  **The WEEK BEFORE the test** |
| Thursday at 11:00 a.m. | Monday at 11:00 a.m  **The WEEK OF the test** |
| Friday at 11:00 a.m. | Tuesday at 11:00 a.m  **The WEEK OF the test** |

**\*Exam requests need to be submitted 72 business hours in advance**

Instructional Guide on How to Schedule A Test:

1. Open Google
2. Search ‘SUNY Geneseo Office of Accessibility’ and click on it to open the webpage
3. Scroll down and click on ‘How to Schedule a Test’
4. Click on the ‘Testing Services Request Form’ on the left-hand side of the page
5. Click on the ‘Testing Services Request Form’ button
6. Check the box after reading through the rules outlined for all tests and hit submit
7. Fill in the missing information and make sure that you select the proper class
8. Complete the date and time information
9. Hit the ‘Submit to Faculty’ button
10. You’re all set!