

# Computer accommodation request

**Instructions:**

- Complete all fields below with your personal and examination information.
- Return this form, signed and completed, to one of the following locations that applies to your exam:
  - **CGS Humanities:** Cierra Thompson, CGS 307, 617-353-2876
  - **CGS Natural Sciences & Mathematics:** Karen Healy, CGS 407, 617-353-2886
  - **CGS Rhetoric:** Karen Healy, CGS 119, 617-358-2917
  - **CGS Social Sciences:** Danielle Storella, CGS 517, 617-353-2907

*NOTE:* This form needs to be submitted **no later than one week prior to your scheduled exam** to ensure that a computer is available for you. Late forms will not be honored.

**Student Info:**

Name:	
Email Address:	Phone:
CGS Team:	BUID:

**Exam Info:**

Exam Date:	Exam Time:	Exam Type: <input type="checkbox"/> Team Exam <input type="checkbox"/> Midterm <input type="checkbox"/> Quiz
Subject: <input type="checkbox"/> HU <input type="checkbox"/> NS <input type="checkbox"/> RH <input type="checkbox"/> SS		Professor:
Exam Room:	Requested Pick-Up Date:	Requested Pick-Up Time:

**Terms of Use:**

Laptops are the property of the College of General Studies and are made available to students with approved accommodations through Student Services for the purpose of taking examinations as per a student’s approved accommodation. Personal use of these laptops outside of exam accommodations is strictly prohibited.

As a student receiving a laptop, I agree that:

- No software may be loaded upon the laptop unless explicitly approved by Student Services.
- The employment of this laptop is in accordance with my approved accommodation and I will be held accountable for both its use and timely return.
- I am responsible for any damaged or lost equipment.
- The CGS department secretary may hold my Terrier Card as collateral until the computer is returned in the same condition in which it was signed out.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CGS LAPTOP SIGN-OUT

Name: _____
Computer Number: _____

**Picking Up Checklist:**

- Computer
- Power Cord
- Thumb Drive

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Dropping Off Checklist:**

- Computer
- Power Cord
- Thumb Drive

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Student Services Office Use Only:

The above listed equipment was returned to Student Services. Upon its return, it was:

found to be in good working order

damaged in the following way: \_\_\_\_\_

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Staff Signature: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## LAPTOP USAGE INSTRUCTIONS

- If possible, sit near an outlet and keep the computer plugged in for the duration of your exam.
- When you power on the computer, it will automatically log in to the Presenter account. You will not need to enter any login info.
- Save your completed exam to *both* the laptop desktop and the thumb drive lent to you by the department secretary.
- When you have completed your exam, give the thumb drive to your professor so that they may transfer your exam file to their computer. Once your professor has your exam, collect the thumb drive and return it to Student Services with the laptop and power cord, with your exam still on it.
  - If your professor does not have a laptop with which to receive your exam file, you may be asked to bring the thumb drive back to Student Services to have the file e-mailed. If this is the case, please notify the staff member who receives the computer at drop-off.
- Return the computer to the divisional admin at the completion of your exam.

### Technical Issues:

- If you experience technical difficulties with the CGS laptop during your exam, your professor should contact CGS Student Services (617-353-2850).