

This form must be filled out by the student, forwarded to the instructor to be sent with the test to the testing coordinator or proctor **at least** two (2) days prior to the test date. Some accommodations may take longer to schedule. Accommodation services cannot be guaranteed for requests submitted under the 48 hour prior notice.

Along with submitting the Testing Accommodation Form, the student is responsible for scheduling an appointment with the testing coordinator or proctor to take the test, exam, or quiz. All students must bring a photo identification to the scheduled testing appointment.

Student Section

Today's Date:

Name:

Student ID#:

Course Title/Section #:

Date/Time of Test:

Instructor's Name:

Instructor's E-mail:

Instructor Section

Instructor, please note that students are **not** allowed to transport their own tests or Testing Accommodation Form.

Please check the appropriate instructor approved conditions provided for **all** students.

Open Book

Open Notes

Calculator

Other

If the student is using a calculator as an accommodation, please indicate the type of calculator that is allowed.

How long do students have to complete the test without accommodations (e.g. 1 hour and 30 minutes)?

Please indicate which Disability Services accommodations are approved and are being provided for the student. Please refer to the Accommodation Request Form (ARF) that was e-mailed to you by the Office of Compliance.

If no ARF is on file for the student requesting accommodations, please contact the Office of Compliance for accommodation verification.

- Extended Time
- Testing in a Distraction Reduced Environment
- Use of Calculator
- Reader
- Writer
- Spell Check Device
- Enlarged Test (Instructor must enlarge test)
- Use of Pre-approved Formula Note Card
- Other

If the student is receiving extended testing time, please indicate the time extra (e.g. time and 1/2, double time).

Indicate the total time the student is allowed to complete the test with accommodations (e.g. 1 hour & 30 minutes).

Testing Coordinator/Proctor Section

Date test was received from instructor:

Date test was taken:

Start Time:

End Time:

Date test was returned to instructor:

Proctor notes (if needed):

Testing Proctor's Signature:

Date: