



Office of Accessibility Services Test Accommodation Form

Students are to complete PART ONE of this form and hand it to the professor. Professors are to complete PART TWO of this form and return it directly to the student within 48 hours. **It is the student's responsibility to return the form to the Office of Accessibility Services: within 72 hours for test, mid-term, or quiz OR within TEN DAYS - TWO WEEKS NOTICE FOR ALL FINAL EXAMS.**

Part One: Student name _____ Professor name _____

Course name and number: ex(The Reading Life, ENG120) _____

Date and time exam/test/quiz is will be taken by the class: _____

Part Two: Professor email and phone number at which we can reach you during testing time:

Choose the appropriate responses for each:

This is a: test _____ quiz _____ mid-term _____ final _____ Length of time the class has to complete: _____

Length of time this student will have (please check Accommdation Plan provided to you: _____

I will proctor this exam for student _____ OR I am requesting

Exam must be delivered by faculty to accessibility services coordinator: by scan to email: _____ in person _____

Testing environment: (check all that apply)

Student can use: calculator _____ computer _____ open book _____ open note _____

scratch paper _____ internet search _____ email _____ scratch paper _____ (return with exam?) _____

Other: anything not listed here that student may have on desk or access during test/exam or other additional information:

Return test: scan to professor within 24 hours _____ professor will pick up from coordinator _____

NOTE: If scribe, reader, large print, or any other accommodation is necessary, please work directly with Accessibility Services Coordinator.