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 at least 72 hours before test, mid-term, or quiz. Please return at least two (2) weeks before all final exams.**

**Part One**

Student Name: ____________________________  Professor Name: ____________________________

Course Name & Number (ex. The Reading Life, ENG120): ____________________________

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

**Part Two**

Professor, please provide an email and phone number at which you can be reached during testing time:

Choose the appropriate responses for each:

This is a:

☐ Quiz  ☐ Test  ☐ Midterm  ☐ Final

Length of time class has to complete: _________________

Length of time this student will have (please check Accommodation Plan provided to you): _________________

Exam will be delivered to Accessibility Services Coordinator by faculty: via Email (Scanned) ____ or In-Person ____.

Testing environment:

Student can use (check all that apply):

☐ Calculator  ☐ Computer  ☐ Email  ☐ Internet Search

☐ Open Book  ☐ Open Notebook  ☐ Scratch Paper  ☐ Scratch Paper to be returned w/exam

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

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

Return test: ☐ Scan to professor within 24 hours  ☐ Professor will pick up from coordinator