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 Accommodation 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.