

Testing Accommodation Form
(To be filled out by instructor)

Instructor: _____ **Student's Name:** _____

When the test is complete:

- Notify me by e-mail. I will pick the test up.
- Notify me by phone. I will pick the test up. Phone: _____
- Scan in exam via email
- Return test to me through intercampus mail in a sealed envelope

Name of class: _____ Time of Class: _____

Due date of Test: _____

The student is allowed the following aids:

- No aids
- Calculator
- Computer
- Specific Computer program _____
- Course Textbook
- Class Notes
- Scratch paper
- Other _____

Students Responsibilities

1. The student is responsible for notifying the instructor of the Test Taking Accommodation.
2. The student is responsible for contacting the Disability Services office three days prior to scheduled exam to arrange testing accommodations.

Instructors Responsibilities

1. The instructor is responsible for filling out the Testing Accommodation Form.
2. The instructor must deliver the form and the test to Disability Services in May Hall 200. This may be done in person, email or through intercampus mail.
3. If it is delivered through intercampus mail, the Disability Services is not responsible for lost tests. The test must be sent in a sealed envelope with the instructor's signature.
4. When the test is complete the Disability Services Specialist will do one of the following based on how the instructor filled out the Testing Accommodation form.
 - a. Notify the instructor by e-mail so the instructor can pick up the test.
 - b. Notify the instructor by phone so the instructor can pick up the test.
 - c. Return the test through intercampus mail in a sealed envelope with Disability Service Specialist's signature.