



Access Center

Test Accommodations Form

***** STUDENT PLEASE COMPLETE THIS SECTION *****

Complete this section and deliver it to your instructor 3-5 school days before the scheduled test date.

Student Name Phone

Course Instructor (Example: ENGL 1021.01)

Test Date to be taken Time to Start

ACCOMMODATIONS REQUIRED (check all that apply)

- extended time, CCTV/ magnifier, reader/taped test (circle one), semi-private room, large print, scribe, computer, sign language interpreter, tape recorder, other please specify

Student Signature Date

***** INSTRUCTOR PLEASE COMPLETE THIS SECTION *****

Indicate any additional materials student can use for test in section below. Place test in envelope and deliver to Access Center, Room W2440. Please call 779-3354 or 779-3477 with any questions.

TIME ALLOWED FOR STUDENTS TAKING TEST IN CLASS

INSTRUCTOR APPROVES USE OF:

- calculator, scratch paper, use of notes, formula cards, dictionary, open book, student has instructor's permission to take test at a time other than the schedule time.

DELIVERY INSTRUCTIONS FOR RETURNING THE EXAM:

- Hold for instructor to pick up, Student has my permission to transport test to the Access Center, Return to instructor's mailbox, Student has permission to return test to instructor after taking test in the Access Center

Instructor's Signature Date

Date Given

Time Started

Time Finished

Staff Signature