

ELECTRONIC DELIVERY OF EXAM MATERIALS FOR ALTERNATIVE TESTING
ACCOMMODATIONS

Students, please complete: Name _____ Date: _____

Course (department and course number; e.g., Education 210) _____

Instructor: _____

Date **class** is taking exam: _____ Start time for exam **in classroom**: _____

Ending time for exam **in classroom**: _____

Check one of the following: I will begin my exam before the class (start early)
 I will finish my exam after the class (finish late)
 I do not use extra time; I use only the testing room

I need to schedule a different time and/or date with my instructor because (check one). **If you do not need to schedule an alternative time, leave blank.**

- class schedule conflict
- test is not being given between 8:30 a.m. and 4:00 p.m.
- a workstation in the alternative testing room is not available during this time

My instructor and I agree that I will begin my exam on _____
starting at _____ and finishing at _____ date
time time

Instructors, please read:

To provide test security and protect students from any questions regarding honesty, Accessibility and Disability Services will proctor **ONLY** those tests that are emailed to staff members of Accessibility and Disability Services.

IN THE BODY OF THE EMAIL, PLEASE LIST IF STUDENTS ARE PERMITTED TO USE ANY OF THE FOLLOWING: CLASS NOTES; TEXTBOOKS; CALCULATORS; OR ANY OTHER MATERIALS DURING THE TEST (PLEASE DESCRIBE)

In addition, please let us know if you would like an **electronic copy of the completed test emailed to you, or if you would prefer a hard copy**. The hard copy will be sealed in an envelope and held by Accessibility and Disability Services in DeRicci 206 for you or a proxy to pick up.

This exam must be emailed to Grace Bandoh, Director of Accessibility Services AND Kasey Shannon the Assistive Technology Specialist no later than 3 p.m. the day preceding the exam. If a student requires an audio or Braille exam, we will need the exam **AT LEAST 2 days before the exam** is scheduled.

Please contact the Kasey Shannon at ext. 2362 or 2281 with any questions, or Grace Bandoh at ext. 8347 or 2281.