

Arranging for A Testing Accommodation

If it is impossible to arrange for necessary accommodations in your department, the student with your assistance should complete this sheet, submit it to Ann Friederichs (x7027) in the Advising Center and make arrangements for testing well in advance of the test.

For your information, we offer only a space, which is a closed-door office. Due to space issues we will be using other available rooms on campus in addition to the Advising Center. We do not proctor the tests because students have signed the honor code. We collect their book bags and cell phones and provide a restroom break prior to the exam.

Professors, please arrange to have the exam in the Advising Center prior to the test date and time for the pre-arranged student testing. Please do not send tests before the students have made arrangements for their test date and time.

Student: _____ Professor: _____

Accommodations: Extended Time ___ Quiet Testing Place ___
Test Reader ___ Scribe ___ Use of Computer ___ Other _____

What materials, if any, may be used by the student during the testing situation. The Advising Center will assume no materials are allowed unless the professor e-mails Ann Friederichs (afrieder) with details.

Books ___ Notes ___ Calculator ___ Formulas/Tables ___
Dictionary ___ Data Sheet ___ Other _____ None ___

Check your arrangements and bring this note to the Advising Center.

___ 1. Arrange with the Advising Center for a quiet space and other accommodations for specific date and specific time after speaking with your professor.

 Date _____ Time _____
 and

2. Arrange with your professor for the delivery and pick-up of the exam –

___ a. You bring the exam over in a sealed envelope with the professor's signature over the seal and then return the exam to your professor in a new sealed envelope with Advising Center staff's signature over the seal;

 or

___ b. Your professor brings the exam to Advising Center staff to give to you, and your professor arranges to pick it up him/herself.

 or

___ c. Your professor sends the exam to the Advising Center through the campus PO, and the Advising Center returns it to the professor through the campus PO.

Note: If you have specific instructions for the student regarding the test or test procedure, please enclose them in writing with the test so the student may read them. These written instructions are also helpful for facilitators in the Advising Center.