

## Arranging for Testing in the Academic Support Center

**THIS FORM WILL BE USED ONLY IF THE STUDENT MUST TAKE AN EXAM IN THE ACADEMIC SUPPORT CENTER.**

We ask that you try to make arrangements for testing in your department whenever possible because, the Academic Support Center (ASC) does not have a dedicated testing space, professors are available if the student has questions, and it allows greater exam security because tests do not need to be transported.

**Fill out this form and return to the ASC if:**

- The professor is not able to make arrangements in their department
- The student has accommodations that need to be facilitated by the ASC (scribe, reader, use of computer).

We offer only a space for students to take tests, we do not proctor exams. When students test in the ASC, we review the honor code and collect students' book bags and cell phones. Tests are taken in an office with the door closed.

**Student Name:** \_\_\_\_\_

### **1. PROFESSORS: Fill out this form with the student and have them return it to Tracey Peymann in the ASC**

- Fill out one form per student, per semester. This fillable form is available at:

<https://gustavus.edu/advising/disability/documents/TestingForm2015fillable.pdf>

**Professor Name and Course:** \_\_\_\_\_

☐ **This form may be used for multiple tests, upcoming class testing date(s) below:**

\_\_\_\_\_  
**What materials, if any, are allowed on the test?**

- |   |  |
|---|--|
| <input type="checkbox"/> Books _____  | <input type="checkbox"/> Notes _____           |
| <input type="checkbox"/> Calculator _____   | <input type="checkbox"/> Formulas/Tables _____ |
| <input type="checkbox"/> Dictionary _____   | <input type="checkbox"/> None _____            |
| <input type="checkbox"/> Other _____ *If you have exam specific instructions, you may include them with the exam. |  |

**The test will arrive at the ASC by:**

- ☐ Professor   ☐ Student in sealed envelope   ☐ Other \_\_\_\_\_

**The test will return to the professor by:**

- ☐ Professor pick up in ASC   ☐ Student return in sealed envelope   ☐ Other \_\_\_\_\_

### **2. STUDENTS: After you have filled out this form with your professor, return it to Tracey Peymann in the ASC.**

- Make arrangements at least 3 days in advance of the test to let Tracey know which of your accommodations you will be using and schedule the time of your test. This may differ from your class time depending on your schedule.

**Dates and times the student will be taking the test: (student to fill out with Tracey):**

\_\_\_\_\_

**If we receive notice of less than 3 days, we will make our best effort to make arrangements, but cannot ensure that the test can be taken here.**