Information for Test Accommodations

Please fill out this form if your student(s) require use of the Testing Center.

Student Name(s)*		
Name of Course	Section	

Proctor (To be filled out by Student Success)	Dates of Tests (Please indicate all test dates for the entire semester.)	Time of Test (Start and End Time) *Please indicate the standard time for students testing in the classroom, and Student Success will do any math required to determine testing times.	Number of Test Questions	Does the student require extra time? (If "yes," please verify time on the student's letter and indicate 1.5x or 2x.)	Platform for Test (i.e. ExamSoft, Scantron, HESI, etc.)	Does the student require the use of an Exam Reader? (Yes or No)	Does the student require reduced distractions or a private space? (If "yes," please indicate which one. If "no," the student should test in the classroom unless it is impossible to do so.)	Should the student return to class following the test?

Please Note: Faculty will be responsible for assisting with accommodations-related proctoring and will be asked to sign up as a volunteer proctor for at least one test per semester. You will receive an e-mail with access to the sign-up sheet in the coming weeks. Student Success will be able to assist with intermittent proctoring in situations in which no other faculty is available to proctor the test, so long as advance notice of at least 10 days is provided. **Student Success will**

make all testing arrangements (scheduling, room reservations, notifying the student, communicating with the proctor).

The Student Success Center is open Monday-Friday 8am - 4pm; however, proctors' hours are limited within that time frame. Professor and student will be contacted if original time and date cannot be arranged.

*You are welcome to include more than one student per course on this form;

however, if you do so, please ensure you specify timing and testing environments accordingly.

Professor Name: _______ Cell Phone: _______

Materials permitted in testing room: _____ no ____ yes

If yes, please specify (i.e. blank paper, calculator, etc.):

If Student Success is providing proctoring, the Professor will email the test and any needed instructions to Student Success at least 48 hours in advance. (initials) ______

The student, professor, and proctor(s) will be sent finalized testing information after arranged by Student Success.

Professor Signature ______Date _____