

**Student Section:** *(All information is required and should be completed by the student before given to the instructor.)*

Student #	Last Name	First Name	MI
Email		Phone #	
Course # & Name		Instructor	
Test Name and #	Date/Time of in class test	Time/Date you are requesting for test	
Approved Accommodations for Test:(Per 504 agreement)			

**Instructor Section:** *(All information is required and is to be completed by the instructor. After complete, please return the form and the Student's test to the Disability Services Office)*

Instructor Last Name	First Name	Office Ext.
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**Student may use the following: (please circle)**

<input type="checkbox"/> Basic Calculator	<input type="checkbox"/> Graphing Calculator	<input type="checkbox"/> Formulas/Power Sheet	<input type="checkbox"/> Graph Paper
<input type="checkbox"/> Scratch Paper	<input type="checkbox"/> 3x5 Note Card	<input type="checkbox"/> Class Notes	<input type="checkbox"/> Instructor Handouts
<input type="checkbox"/> Dictionary/E-Dictionary	<input type="checkbox"/> Textbook: _____		

Additional Instructions: (e.g., Date when test is required to be taken or completed.)

Time allotted in class: \_\_\_\_\_ Test to be completed by \_\_\_\_\_

**Accommodation(s) that alter requirements that are essential to the program of instruction:**

**Alternate accommodation(s) to serve in place:**

Accommodations may only be exchanged if the approved accommodations alter requirements that are essential to the program of instruction.

Instructor Signature	Date
Student Signature	Date

## Directions

Disability Services (DS) determines whether a student is eligible for accommodation(s) and what type of accommodation(s) per the student's 504 plan. The student provides the instructor with the Test Accommodation Request form listing appropriate accommodations. The student's right to be accommodated cannot be negotiated; however, if one type of accommodation can be substituted for another without losing the impact and effectiveness for the student, the change can be negotiated. On the form there is a space to list the accommodations which the instructor and the student have agreed to exchange. Once the student has conferred with the instructor and both parties sign the form the agreed upon plan must be followed.

## Process

1. Student can pick up the form from DS, print the form from the webpage, or complete the form electronically. It is the student's responsibility to complete this form for **every** test they wish to have alternate testing accommodations.
2. The student must complete the student section and then deliver the request to the instructor.
3. The instructor must complete the instructor section.
4. Student and instructor determine any changes that need to be made to accommodations. When an agreement has been reached both parties will sign.
5. The instructor then returns **the form and test** to DS. If the form is emailed the test must be delivered the same day.
6. A confirmation will be sent to both parties when the request and test have been received, along with scheduled date and location of the test.

For **Caldwell** students, follow the above outlined process, however, test forms must be sent to the Caldwell Testing Center instead of DS.

## Deadlines:

Students have the responsibility to schedule tests with the DS office AT LEAST 3 days prior to the testing date for a regular course test. For Finals, students will schedule the testing date NO LATER than the MONDAY BEFORE finals week.

## Process

1. A Test Accommodation Request form must be completed for each test before the test can be taken.
2. Tests are by appointment only; no walk-in appointments are available.
3. Testing is on a first come, first serve basis. Space, time, and aids are limited especially during mid-terms and finals.
4. If a scheduled test date is missed for any reason, a makeup test is at the discretion of the instructor, not DS.
5. Any test not taken will be discarded after two weeks (unless otherwise noted) from the received day.

## Questions

Contact Disability Services at (541) 889-5812