



Received by: \_\_\_\_\_

# ACCOMMODATED TESTING FORM

This form should be completed and turned in for each test scheduled in Student Services testing lab.

Please note: Students are not REQUIRED to take exams in the testing lab. It is a service available for extended time and oral and/or distraction free testing. Instructors may administer exams in classroom/instructor office or other campuses.

**PLEASE PRINT ALL INFORMATION:**

**THE STUDENT SHOULD COMPLETE THIS SECTION:**

Student name: \_\_\_\_\_ Student ID (LOLA #): \_\_\_\_\_

Course (e.g., PSYC 2010E): \_\_\_\_\_ Instructor \_\_\_\_\_

Please submit form a minimum of 4 days before the test date. If you should need to test on a different day or time than your classmates, please have your instructor indicate their permission to do so below.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I will need a reader for my exam/assignment

**THE INSTRUCTOR SHOULD COMPLETE THIS SECTION:** The Accommodations Coordinator will give the student the test at the scheduled time when possible. On occasion, the exam may have to be given at a time other than the one listed on this sheet. The instructor will be informed in the event this occurs. EXAMS WILL BE FILED IN THE TESTING LAB AND CAN BE PICKED UP AT ANY TIME DURING BUSINESS HOURS. IF YOU WOULD PREFER YOUR TEST DELIVERED TO YOUR OFFICE, PLEASE INDICATE BELOW.

Date test is scheduled to be given: \_\_\_\_\_ Time: \_\_\_\_\_

This is a  MWF course  TR course Time allowed for test in classroom? \_\_\_\_\_

WILL PICK UP  PLEASE DELIVER If delivery, where would you like it delivered? \_\_\_\_\_

Special instructions (e.g., open book, calculator allowed, notes allowed, etc.) \_\_\_\_\_

Instructor signature: \_\_\_\_\_

Exams may be emailed to our office to [angie.pellegrin@fletcher.edu](mailto:angie.pellegrin@fletcher.edu) or [summer.arcemont@fletcher.edu](mailto:summer.arcemont@fletcher.edu)

**THE PROCTOR SHOULD COMPLETE THIS SECTION:**

Proctor: \_\_\_\_\_

Test administered Date: \_\_\_\_\_ Time (From/To): \_\_\_\_\_