

Test Request Form

Please allow two days' notice prior to testing.

Student	Student Name	
	Student ID	
	Class/Program	
	Instructor	

Faculty	Materials <input type="checkbox"/> Textbook <input type="checkbox"/> Notes <input type="checkbox"/> Calculator <input type="checkbox"/> Formula sheet <input type="checkbox"/> Code Book <input type="checkbox"/> Computer <input type="checkbox"/> Magic Minute <input type="checkbox"/> Other	Test Date		Faculty Initials:
		Test Time		
		Test Length		

Disability Services	Accommodations <input type="checkbox"/> Quiet space <input type="checkbox"/> Test reader <input type="checkbox"/> Scribe <input type="checkbox"/> Extra time <input type="checkbox"/> Assistive Technology <input type="checkbox"/> Other	Notes:		DS Initials:

Proctor's Signature

Date

Test Request Guidelines

Students are responsible for booking tests.

Tests should be booked two days in advance.

Tests are scheduled using the Test Request form.

- The shaded boxes indicate who fills in each section.
- Faculty initials are required.
- Printed, electronic, and email versions of the form are available.

Tests are to be delivered and returned securely.

- Faculty deliver tests in a way that protects the integrity of the tests before they are written.
- Proctors return tests in a way that protects the integrity of the tests after they are written.

Some students may require Test Accommodations.

- Students must be registered with Disability Services in order to receive Test Accommodations.
- Test Accommodations are approved and arranged through the Disability Resource Facilitator and Learning Support Assistant

Missed tests must be rescheduled.

- Faculty determine if and when a test can be rescheduled.
- Students are responsible to make new arrangements with the test proctor.

<p>Campus Contact</p>
