



**DISABILITY SUPPORT SERVICES TESTING ACCOMMODATIONS FORM**

**NOTE TO FACULTY:** *This form contains vital proctoring information for students testing at DSS. Complete and return to OLB 121, or give to student. If you have any questions, contact the Learning Center 7455-9713 or DSS at Students Services 745-9737*

Student \_\_\_\_\_ Course \_\_\_\_\_

Faculty Name \_\_\_\_\_ Contact # \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Testing needs to be completed by this date \_\_\_\_\_

**TEST PICK-UP**

\_\_\_\_ Professor will deliver test to the Learning Center on or before test date.

\_\_\_\_ Student will bring sealed test to the Learning Center on test date.

**TEST RETURN**

\_\_\_\_ Professor will pick up test from the Learning Center when completed by student.

\_\_\_\_ the Proctor will place completed test in faculty box.

\_\_\_\_ Other (Please specify) \_\_\_\_\_

**STANDARD TEST TIME -- Please give standard time given to students testing in class for:**

Quizzes \_\_\_\_\_ Tests \_\_\_\_\_

**MATERIALS PERMITTED IN TESTING ROOM**

\_\_\_\_ None \_\_\_\_ Notes \_\_\_\_ Tape Recorder \_\_\_\_ Textbooks \_\_\_\_ Calculator (specify) \_\_\_\_\_

\_\_\_\_ Charts, Tables, etc. (specify) \_\_\_\_\_

\_\_\_\_ Other materials permitted \_\_\_\_\_

\_\_\_\_ Use of a computer (including Dragon Naturally Speaking) \_\_\_\_\_

**ANY FURTHER INSTRUCTIONS OR COMMENTS**

\_\_\_\_\_



**Please note: It is the student's responsibility to schedule tests with Student Services Testing Center 745-9713. For first time students may need to be reminded of this.**

Proctor's initials \_\_\_\_\_ Date: \_\_\_\_\_