

Testing Accommodations Request Form

Testing Center – College Center 290 – Phone: 651.450.3650

INSTRUCTORS: This completed form must accompany the test to be administered by the Testing Center

Student Name: _____
Student ID: _____

Instructor: _____
Exam Date: _____
Exam Time: _____

Accommodation(s) Requested:

- | | | |
|---|--|--|
| <input type="checkbox"/> Extended Time | <input type="checkbox"/> Reduced Distraction | <input type="checkbox"/> Private Testing Room |
| <input type="checkbox"/> Scribe | <input type="checkbox"/> Enlarged Text | <input type="checkbox"/> Word Processor/Spellcheck |
| <input type="checkbox"/> Dragon Dictation | <input type="checkbox"/> Audio Screen Reader (<i>Kurzweil</i>) | |
| <input type="checkbox"/> Other (<i>pre-approved</i>): _____ | | |

IMPORTANT: Unless you are ONLY requesting Extended Time, all other accommodations require an appointment. Please call the testing center during open hours to schedule an appointment!!!

TESTING CENTER USE ONLY:
Student's Testing Accommodations Verified by Testing Center (*initial here*): _____

THIS SECTION MUST BE COMPLETED BY THE INSTRUCTOR:

* INSTRUCTORS: Tests to be administered must be submitted to the Testing Center at least 24 hours before exam time.*

Test Conditions

Actual time allowed in-class for the test: _____ minutes

Test Answers Will be Written On/In:

- Blue Book Scantron Test Form
 Other _____

Students May Use: (Check any that apply):

- | | |
|--|--|
| <input type="checkbox"/> Scientific Calculator | <input type="checkbox"/> Graphing Calculator |
| <input type="checkbox"/> Open Book | <input type="checkbox"/> Formula Sheet (<i>attached or</i> _____) |
| <input type="checkbox"/> Notes | <input type="checkbox"/> Periodic Chart |
| <input type="checkbox"/> NONE | <input type="checkbox"/> Other: _____ |

Instructor's Policy for Students Arriving Late for Exams:

- I do not allow students to start the test if they are more than _____ minutes late.
 I allow students to start the exam late, but will not allow extra time for completion.
 I allow students to start the exam late, and allow extra time for completion.
 Other: _____

Alternate Date/Time Request:

Date: _____ Time: _____
 Approved - No Conditions
 Approved – Conditions: _____
 Not Approved

Test Return Instructions:

- Hold for Instructor Pick-Up
 Other: _____

TESTING CENTER USE ONLY:
Time Student Started Test: _____ Time Student Has to Finish Test: _____ Time Student Finished Test: _____

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TESTING CENTER STAFF INITIALS IN: _____ TESTING CENTER STAFF INITIALS OUT: _____

TESTING ACCOMMODATIONS PROCESS/PROCEDURE

INSTRUCTIONS TO BE FOLLOWED BY THE INSTRUCTOR:

- After completing the top section of the Testing Form, students will give the form to you to complete.
- Instructor completes the rest of the form and then delivers the form, accompanied by the exam that the student will be taking, to the Testing Center (College Center 290).
 - *This form and test may be delivered in person or via email to testingcenter@inverhills.edu (an electronic copy of the form is available from testing center staff upon instructor request.)*
- Once the test is complete, the instructor is responsible for picking up the student's completed test from the Testing Center.

INSTRUCTIONS TO BE FOLLOWED BY THE STUDENT:

- Pick up a Testing Form from the Testing Center prior to each test. Complete the top section and then provide the form to your instructor for them to complete and deliver to the Testing Center.
- UNLESS YOU ARE ONLY REQUESTING EXTENDED TIME AS AN ACCOMMODATION, all other accommodations require an appointment so that the testing center coordinators can appropriately prepare accommodations for your test. MAKE YOUR APPOINTMENT BY CALLING 651.450.3650 during open testing center hours.
- If you do not make an appointment with the testing center prior to the day of your exam, there is no guarantee that your accommodations will be put in place for you.
- Schedule your test with the Testing Center. The test must be taken as close to the class session as possible. Instructors must approve any exceptions verbally or in writing to the Testing Center.
- A minimum of 5 working days notice must be given for tests requiring scribes, audio screen readers, interpreters, or additional accommodations that require staff assistance or coordination.

TESTING DAY ETIQUETTE EXPECTED OF STUDENTS:

- Be on time for scheduled tests and bring a photo ID to present to Testing Center staff.
- *Be honest*. In addition to a live test proctor, cameras are used in all testing areas. If you are caught cheating, (copying from another student, using notes, surfing the internet, etc.) your instructor will be informed, and the incident will be dealt with in accordance with IHCC policies, as outlined in the course catalog.
- Leave all belongings (coat, backpacks, books, *silenced cell phones* and notes) in the designated area before beginning the test.
- You must remain in the testing area until you complete and submit your exam, unless otherwise stated on your Letter of Accommodation from Disability Services.
- Tests must begin and end during the Testing Center's regular hours of operation. If you have a test that is outside these hours, we will work with the instructor to arrange equal access.
- Once you make an appointment for a test, you must honor your scheduled time. Instructors must approve any changes or rescheduled appointments in advance.