

Proctoring Center Test Accommodations Request Form

INFORMATION PROVIDED BY STUDENT

This MUST be scheduled no less than 5 days in advance of the exam.

Today's Date: _____

Student's Name _____ 919 _____ Student's Phone _____

Course Name/Number _____ Department _____

Instructor Name _____ Phone _____ Office Address _____

Date/Time Class is taking test _____ Date/Time you are requesting _____

If Date/Time is different than class, list reason _____

ALL INFO BELOW TO BE COMPLETED BY THE PROCTORING CENTER STAFF

INFORMATION SUPPLIED BY PROCTOR: Approved Accommodations to be used for this test:

Time and ½ on Exams	Double Time on Exams	Calculator	Kurzweil software
Scribe	Reader	Class Notes or Text	Word Processor w/ spell check or online testing

Contact Instructor	Call Instructor by phone	Left Phone Message for Instructor	Email Instructor
Notes:			

INFORMATION FROM INSTRUCTOR:

Method of test delivery to proctoring center	Email	Hand Deliver	Campus Mail	Date	Time	Proctor:
Date received from Instructor				Date	Time	Proctor:
Test Return Method	Proctor Return	Instructor Pickup		Date	Time	Proctor:

Special Instructions from Instructor:

Time Conversions:

Class times Time and one-half Double time

50 Minute Classes	1 hr & 15 min	1 hr & 40 min
75 Minute Classes	1 hr & 53 min	2 hrs & 30 minutes
Evening Classes	Discuss with Instructor	Discuss with Instructor
Test Start Time:	Test End Time:	Proctor sign & date: