Testing Accommodation(s) Request Form

**Section I:** To be completed by student

Name: __________________________ Date: __________________
Course: __________________________ Instructor’s Name: __________________________
Date of Exam: __________________________

When are you available to take the exam? __________________________

Please check the accommodation(s) you are requesting for this exam below:

- [ ] Extended Time
- [ ] Private Room Testing
- [ ] Computer for typing/word processor
- [ ] Calculator
- [ ] Reader
- [ ] Scribe
- [ ] Rest Breaks
- [ ] Other: ____________________________________________________________

Please note:

- The Disability Services Coordinator will confirm your eligibility for the above requested accommodation(s) and will contact you should there be any discrepancies between your requests and eligibility.
- Only approved accommodation(s) you request above will be available for you to utilize during your exam.
- Test scheduling will be coordinated through the Learning Resource Center.
- If the coordination of any accommodation conflicts with another class, exam or work, discuss an adjusted exam time frame with your instructor and please indicate adjustment below:

**Section II:** To be completed by instructor

What materials, if any, is the student allowed to use during the exam:

- [ ] Notes
- [ ] Scrap paper
- [ ] Calculator
- [ ] Text Book
- [ ] Index Card
- [ ] Pencil Only
- [ ] Laptop
- [ ] Headphones/music
- [ ] Other: ____________________________________________________________

Amount of time class receives for exam: ____________ minutes (we will adjust according to the student’s needs)

**Delivery of Exam** (to Learning Resource Center Manager, 320 Newbury Street 6th floor room 605):

- [ ] Email exam to elizabeth.stuhlsatz@the-bac.edu
- [ ] Hand-deliver exam to Learning Resource Center

**Receipt of Completed Exam:**

- [ ] Email scanned copy of exam (no delivery of actual exam)
- [ ] Pick up the exam from Learning Resource Center
- [ ] Instructor’s faculty mailbox (placed in sealed envelope)