Request for Testing with Accommodations

All exams must be scheduled at least *two* business days in advance.

Proctoring Hours: Mondays – Thursdays   9:15am to 5:00pm   Fridays   9:15am to 2:30pm

No-Show/Cancellation Policy: No-shows and cancellations are recorded. Cancellations should be communicated to Access and Disability 24 hours in advance or as soon as possible. No-shows and cancellations will require a new completed request form and a new testing appointment with approval from the instructor.

STUDENT INFORMATION

Student Name: _____   Tech ID#: _____   Phone: _____

Course Name: _____   Instructor Name: _____

INSTRUCTOR INFORMATION: *(Must be filled out by the instructor)*

The class is taking this exam on (date): _____ at (time): _____

Please check one:

☐ The student must take this exam at the same time as the class.

☐ The student may take this exam at a different time. Exam must be finished by _____

The class has _____ (minutes/hours) to complete this exam. Please do not add extended time.

Please list specific item(s) that students may use on this exam. *If this section is left blank, we will assume the student cannot use anything (e.g., notes, calculator, textbook, etc).*

_____

Please attach this form to each test that needs to be proctored. Place the test and materials in the ADR (Access & Disability Resources) folder in Room 3140. If the test is in D2L, please write "D2L" in the notes area below. Email any questions or concerns to ADRtesting@saintpaul.edu.

Notes:

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*ADR STAFF ONLY | Testing Accommodations *(check all that applies from the student accommodation letter)*

☐ Extended test time for 2x
☐ Extended test time for 1.5X   Exam Date: _____   Proctor: _____
☐ Test in Testing Center
☐ Test in private space
☐ Test in audio format   Start Time: _____   ☐ Record Hours/Info on Excel
☐ Test scribe   ☐ Email Instructor
☐ Test breaks   End Time: _____

SAINT PAUL COLLEGE
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