

Accommodations Test Form

Proctored By:

Date Taken:

Start Time:

End Time:

Delivery Instructions on Back

Testing Proctor Use Only

Student Name: (Last) (First)

Faculty Name: (Last) (First)

Office Number:

Course: (Number) (Name)

Test/Quiz # or Name:

Date To Be Taken: *If not taken by this date, the test will be returned to your credenza the next morning.*

Test Time:

Accommodations to be Provided through Testing: The test accommodations requested below are based on the student's disability documentation and/or his perceived need. **Student: Mark accommodations requested.**

Student Request

Accommodation:

-
-
-
-
-
-
-
-
-
-
-
-

- Extra time to complete tests **time and half** or **double time** *Circle request*
- Separate room (Testing) in lieu of in-class tests
- Large unit tests subdivided and administered separately
- Enlarged test copy
- Test readers (to read/sign test items)
- Kurzweil Reader
- Mark answers on test copy instead of answer sheet
- Proctor records answers on GradeMaster©
- Scribe
- Word processor for use on essay items
- Basic calculator for math tests
- Limit of one major unit test on a given class day

Time Allowed

In Class

Adjusted

Time

Time

Faculty Note: If you have any questions concerning student requested accommodations, please see Amy Streeter prior to submitting test to the testing center.

Restrictions: Indicate all listed in addition to any you might have.

Format:

- No GradeMaster
- GradeMaster

Materials Permitted:

Unless otherwise indicated, ONLY a writing instrument will be permitted.

- Book Dictionary
- Open Book/Notes
- Blank Paper (return with test)
- Calculator
- Other (Please Specify)

Special Instructions:

Faculty: Please complete and attach **one form per exam for each student**. All tests will be returned to your credenza.

Questions? Contact the Teresa Smith arctest@bj.edu or extension 8216