

# Accommodations Final Exam 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:**

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- 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  
Time

Adjusted  
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 Amy Streeter at arctestng@bju.edu or extension 8202