

Student Request for ACCOMMODATION TESTING APPOINTMENT

(Student—please wait for receipt. This form is for tests to be taken on the Dryden Campus only.)

Name: _____

Email: _____
@mymail.tc3.edu

Cell Phone: _____

Course Code : _____
(examples: ENGL100, HSTY101, MATH095)

Test Date: _____

Day of Week: _____

Instructor's Name: _____

Class Start Time: _____

Start Time Requested: _____
(Instructor permission may be required.)

(Testing space guaranteed if appointment is made at least two days in advance. Otherwise, space may not be available and test may not be obtainable.)

Is **Digitally Read Exams** one of your accommodations?

Yes _____ No

↓
If yes, do you wish to use Digitally Read Exams for this test?

Yes No

Other approved accommodations you wish to use:

(Note that if you select an accommodation you are not approved for, it will not be provided.)

- | | |
|--|--|
| <input type="checkbox"/> 1.5X | <input type="checkbox"/> Spell Checker |
| <input type="checkbox"/> 2.0X | <input type="checkbox"/> Calculator |
| <input type="checkbox"/> Reduced Distraction | <input type="checkbox"/> Voice Input |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Other _____ |

Receipt: Staff Initials _____ Date _____

Reminders:

- This test may **ONLY** be scheduled to coincide with the class meeting time. You must request instructor's permission to schedule at other times.
- No unauthorized electronic devices, such as cell phones, iPods, laptops, etc., are allowed in the testing room. Possession of one of these devices is a violation of academic integrity and subject to *Student Code of Conduct*.
- All memory devices used in the testing process will be supplied by the Baker Center (i.e. you cannot bring in your own memory stick or flash drive!)
- The Baker Center for Learning is normally open for testing accommodations:
Monday – Thursday 8:00am until 7:00pm (must finish test by 7:00pm)
Friday 8:00am until 4:00pm (must finish test by 4:00pm)

If you can't complete your testing during these times, please make alternate arrangements with your instructor.