Agnes Scott College - Office of Student Disability Services

TEST ACCOMMODATION FORM

By submitting this form you agree to:
Submit requests at least 7 days in advance of the test date.
Discuss test accommodations with each instructor, including logistics of picking up/submitting exam.

STUDENT: ____________________________ ASC ID # ____________________ Email: __________________________

PHONE: ____________________ ACCOMMODATIONS: Extra time x1.5 □ x2 □ Other: __________________________

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<tr>
<th>DATE OF TEST</th>
<th>COURSE TITLE / NUMBER</th>
<th>INSTRUCTOR</th>
<th>CLASS TEST TIME</th>
<th>CALCULATED TIME</th>
<th>PREFERRED LOCATION</th>
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Please read the Test Accommodation Policies (on back) and sign below:

_________________________________________________ Date ____________________

FOR OFFICE USE:

Room: ____________________
Student Contacted:
Instructor Contacted:

Kelly Deasy, Coordinator
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FOR OFFICE USE:

Room:

Student Contacted:

Instructor Contacted:
Test Accommodation Policies and Procedures

Test Accommodations are provided to allow students with disabilities an equal opportunity to demonstrate their academic abilities. Students who wish to use testing accommodations must follow these policies and procedures:

- Students must be registered with disability services and be approved for testing accommodations.
- Meet with instructors to discuss what test accommodations have been approved. If you need to test with disability services, fill out the “Test Accommodation Form” at least a week in advance. We will schedule you for the test and assign a room.
- Tests are taken at the same time as the class, unless the extended time presents a scheduling conflict. In these cases, we will consult with the instructor to arrange a time for you to take the test.
- Arrive in the Office of Academic Advising (Buttrick 104B) on time for your test. Students who come late will have the "late time" subtracted from their allotted testing time.
- If the student does not come in for a scheduled exam, the exam will be returned to the professor. Any make-up exam, if allowed, must be authorized by the professor.
- If the student needs to change the date/time of an exam, that student must make arrangements with the professor. Disability services will not change the time or date of scheduled exams without the written consent of the professor.
- Students are not permitted to study during scheduled test time.
- Unless a test is indicated as open book, materials, backpacks, and cell phones must be left in Academic Advising.
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