

# Testing Accommodations Form

**Students:**

At least four business days before an exam, please schedule a testing time with the Accommodations Coordinator, and complete the top portion of this form and deliver it to your professor.

**Professors:**

Please deliver the completed form with exam to the Enhancement Program - Disability Services office (OEC 119) at least a day before the scheduled exam

**PART 1. Student Completes (please print):**

Today's Date	Date/time of test
Student's Name	Course Title

**PART 2. Professor Completes and returns form with test (please print):**

Name	Phone Number	Mail #	Office Location
Please check any of the following items which the student may use:			
<input type="checkbox"/> Computer	<input type="checkbox"/> Spellchecker	<input type="checkbox"/> Dictionary	<input type="checkbox"/> Calculator
<input type="checkbox"/> Open textbook	<input type="checkbox"/> Open notebook	<input type="checkbox"/> Student notes	<input type="checkbox"/> Reference sheets
How much time is allowed for the class to complete the exam?	Are you available to answer questions during the test period? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, at what number can you be reached?	
Check one: <input type="checkbox"/> Will pick up the test <input type="checkbox"/> Enhancement Program will hand deliver to your office (St. Paul Campus) <input type="checkbox"/> Enhancement Program will mail test	Other special instructions:		
Professor signature	Received via E-mail	Date	

**PART 3. Enhancement Program Staff**

Name			
Date	Time Test Started	Time Test Completed	Cut Off Time

**Enhancement Program – Disability Services**

OEC 119 Mail 4016  
2115 Summit Avenue  
St. Paul, MN 55105-1096

Telephone: (651) 962-6315  
Facsimile: (651) 962-5965