



Testing Accommodation Request Form

This form must be returned to Disability Services at least 3 full days prior to the requested exam date. Incomplete forms will not be accepted. It is the responsibility of the student to initiate the accommodation process and to notify instructors in advance to discuss accommodation arrangements. Please note that all exams must be completed during the DSO hours of operation (8:00 AM to 4:30 PM Monday through Friday)

TO BE COMPLETED BY THE STUDENT

Name: _____ Student ID: _____
(LAST) (FIRST) (M.I.)

Course Title: _____ Course No. _____

Course Meeting Schedule: M T W TH F Weekly Time: _____

Instructor/Professor: _____ Test Date (as indicated on syllabus): _____

Check this box if extended time for exam conflicts with another class or exam

Test date you are requesting: ___ ___ / ___ ___ / ___ ___ Time: _____

Please check the accommodations you need for this exam: (DS will verify your eligibility for this request)

Extended time Quiet environment Computer Other: _____

Additional Comments/Concerns:

TO BE COMPLETED BY INSTRUCTOR

Email: _____ Department: _____

Phone: _____ Location during exam: _____

(if the student has questions during the exam - please provide phone number or classroom location)

How will exam be delivered: Email to: disability.services@alvernia.edu By Instructor By Student DS Drop Box

How should exam be returned: By Student Dept. Secretary (next day) Instructor Pick-up Email (Alvernia only)

Amount of time class receives for exam: _____ (DS will increase accordingly)

Exam Specifications: I am allowing students to use the following: (specify in the space below - e.g., calculator, class notes)

Instructor Signature

Date

FOR DS STAFF ONLY:

SCHEDULED by _____ date _____

Delivery Confirmation: Received by: _____ Date: _____

Return Confirmation: Sent by: _____ Date: _____

Notes: _____

Accommodations approved: Extended time Quiet environment Computer Other: _____

Exam Start Time: _____ | Break: _____ (Time out) _____ (Time in) | Exam End Time: _____