

## Guidelines and Form for Exam Accommodations

Students whose exam is scheduled through the Office of Disability Services (The Wellness Center) must have appropriate documentation on file. To assure that the exam is modified in accordance with the student's needs and the instructor's wishes, we ask that you use this form. Student and instructor work together to fill out this form completely. Please do not sign the form until all the information is completed.

- The student and instructor fill this form out together. Please do not sign the form until all the information is completed.
- The instructor returns the form to The Wellness Center one week prior to the testing date.
- Please NOTE: Students are supervised by The Wellness Center staff, however, students test in private rooms, and are expected to adhere to the honor code.

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Name: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date to take exam: \_\_\_\_\_

Time: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

### Test Accommodations

time-and-a-half  
 double time

use of a cleared laptop

### How will exam be delivered?

included with this form  
 instructor will deliver

student being tested will deliver  
 campus mail

### How will exam be returned?

student being tested will return  
 instructor or instructor's designee will pick up

campus mail

### Beyond the modifications listed above, what other materials may the student use?

lecture or other notes  
 textbook  
 dictionary/thesaurus  
 other book(s) (list on reverse)

calculator  
 computer aids (spellcheck, etc.)  
 other aid(s) (list on reverse)  
 laptop

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please contact The Wellness Center at x 4080