

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 from a United States provider. 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.**

Name: _____

Course: _____ Instructor: _____

Date to take exam: _____

Time including any extensions: 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
 via email to: anchrist@carleton.edu

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

Note: Exams will no longer be returned via 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

Exam pick-up signature _____ Date _____