



**Disability Services (DS)
REQUEST FOR TEST ACCOMMODATIONS**

Course Number and Title:

Instructor: _____ is a student who has registered with DS and is enrolled in the course noted above. Federal law mandates that a student with a disability receive reasonable accommodations within post-secondary settings. Frequently accommodations include alterations to the test taking protocol. This student has been granted the following test accommodations:

_____ Extended time One and a half _____ Reader

_____ Extended time Double _____ Scribe

_____ Quiet test environment _____ Other

_____ Computer Access

Computer Access

Instructors always have the prerogative to supervise a student's test taking **and** it is necessary to provide the student with the accommodations granted. Students are advised to meet early in the semester with their instructors in order to discuss their test accommodations and to work out mutually satisfactory provisions for the taking of exams, tests and quizzes. Because of the sometimes unreasonable constraints this places on the University instructors, DS offers students and their instructors the option of having exams administered in the DS Test Center, when the instructor is unable to provide the student with the accommodations granted. The student is responsible for scheduling their exam with the DS Test Center in compliance with the DS Test Center policies and procedures. The DS Test Center is located in the lower level of Stella Maris Room 130 and is open Monday - Friday 8-4:30, except during University holidays and can be reached at EXT.2119.

Along with the DS's obligation to meet the student's needs comes the obligation to maintain the security of tests. In order to meet these two goals, you must complete the following information and sign this form before the student can take a test outside of the classroom.

University of NEW ENGLAND

Disability Services (DS) REQUEST FOR TEST ACCOMMODATIONS continued...

Exam Transportation Preferences

The DS strongly discourages use of the campus mail system for the transportation of exams, as it is impossible to guarantee the timely delivery or exam security.

Drop Off to The DS Test Center

_____ Student Delivery in
a security envelope

_____ Instructor or
representative DS
drops off to
department/campus

Return to Instructor

_____ Instructor picks up
at the Test Center

_____ DS drops off to
department/campus
mailbox

If these options are unsatisfactory to you, please indicate below how you would prefer to handle test transportation:

This form will remain valid for the _____ semester during AY _____.

**PLEASE SIGN AND RETURN THIS FORM TO DISABILITY SERVICES.
Thank You.**

Date:
Instructor's Signature

Date:
Signature for Disability Services