

Disability Services Test Administration Form

Fretwell 230 - (704) 687-0040 - (Voice/TDD)

Student: Norma Niner Email: norma@uncc.edu Class & Section: _____

Class Location: _____ Class Day/Time: M T W R F **8:00 AM-9:30 AM**

Student's accommodations for this class:

DS Counselor's Signature: _____ Extended time (time and 1/2)
 Date: _____ Quiet, low distraction area
 _____ Other:

Student Instructions: **Incomplete Forms Will Be Returned to the Student.******

- ✓ Complete form with your professor & submit form to DS **five (5) business days** prior to the first exam date on form.
- ✓ Your scheduled **Testing Time in the DS Office** may be different from your class time. Double-check your testing time.
- ✓ **If exam dates change or exam dates aren't listed (TBD/TBA), you are responsible for informing DS** of the exam date as soon as the class is notified. Otherwise, we will not have space for your exam day.

Professor Instructions: Please complete the sections below for test administration. **It is the student's responsibility to submit the completed form to Disability Services.** DS will send you an email reminder one day before each exam.

Faculty: _____ Phone #: _____ Email: _____

Exam or Quiz Date	Specify standard time allotted for in-class exam	Are these items permitted for entire class (Y/N):			Specify any materials you permit for the entire class: (e.g. <i>formula sheets, notes, etc.</i>)
		Book?	Notes?	Calculator?	
					<input type="checkbox"/> Calculator Type → If you allow only specific calculator type, please indicate type:
					Formula Sheet → <i>If applicable:</i> <input type="checkbox"/> Prof 7yu6essor provides formula sheet – or- <input type="checkbox"/> Student brings personal formula sheet
					Scantron Sheets → <i>DS provides a scantron sheet for multiple choice tests sent to DS via email unless you indicate otherwise</i> <input type="checkbox"/> No scantron per professor <input type="checkbox"/> Professor provides scantron
<u>FINAL EXAM</u>					

Additional Comments and/or Instructions for DS Staff:

Note: Exams are scheduled as close as possible to the original test time.

Testing Time in DS Office: MWF 8:00-9:55 **Course uses online testing.**

Method of Delivery to Disability Services:

- Email to dstestcenter@uncc.edu (**Default Method**)
- Instructor will deliver to DS in 230 Fretwell
- DS Staff will pick up at Dept. Main office
(Building/Room #: _____)

Method of Return:

- Scan and email (**Default Method**)
- Return to Department's Main Office
(Building/Room #: _____)
- Instructor will pick up

→ **Note:** Tests for DS Staff pick-up must be ready by 1:00 PM one (1) business day prior to the scheduled exam.

Professor's Signature: _____ Date: _____