

ELMS COLLEGE
Student Accommodations & Support Services
STUDENT TEST ACCOMMODATION REQUEST FORM:

Student Completion Directions:

- Complete one Test Accommodation Request Form for each test you are requesting to complete in the S.A.S. S. Testing Center.
- **You are required to give a minimum of 5 days advance notice** in order to allow for the scheduling of arrangements. **Any requests made with less than 5 days' notice may not be granted.**

Additional Information:

- Students are required to complete the exam during the assigned course period, unless alternate arrangements are secured in advance.
- It is the responsibility of the student to plan and schedule accordingly. Request should not interfere with class, work, internship, or other obligations. Examinations should be scheduled as close to the time of the actual exam time as possible.
- You will receive a confirmation email and/or a calendar invite from S.A.S.S. confirming date, time of the exam.
- The Professor will receive a request for the exam via email.

Student Name: _____

(By submitting this document you understand and agree to the information listed above).

Date TAR request form completed and returned to S.A.S.S.: _____

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Please choose the approved accommodation(s) needed for exam *

Extended Time (50%) for in class and/or online exams/quizzes

Extended Double Time (100%) for in class and/or online exams/quizzes (must be written in your plan).

Use of text reader such as Kurzweil

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Course Information:

Name of Course: _____ Course Number: _____

Name of Professor: _____ Professor's Email: _____

Scheduled Date of Exam: _____ Time of Exam: _____

Is this a final exam? Yes No

Other Classes or Conflicts *

I have a class immediately before this exam

I have a class immediately after this exam

I have a lecture for this class immediately before or after this exam

I have no conflicts

If you are requesting an exam time, that is different from the scheduled time, please briefly explain why, if not listed above: _____