

**Student Accommodations & Support Services**  
**TEST ACCOMMODATION REQUEST FORM:**

**Student Completion Directions:**

- Complete one Test Accommodation Request Form for each test you are requesting to complete in the SASS 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 SASS confirming date, time of the exam.
- The Professor will receive a request for the exam via email.
- In the event the SASS office is unable to proctor the exam we will notify the student by email.

**Student Name:** \_\_\_\_\_

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

**Date form completed and returned to SASS:** \_\_\_\_\_

(Today's date)

.....  
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
- Other: \_\_\_\_\_ (approved accommodation written in your accommodation plan.)

.....  
**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: \_\_\_\_\_

**SASS Office use only**

Enter in calendar     Student Notified     Email professor