

# TESTING ACCOMMODATION REQUEST

**PLEASE NOTE:** Exams are given only between 9:00 a.m. and 4:00 p.m.  
All exams must be completed by 4:00 p.m.

**Print this form** and ask your instructor to complete the reverse side. The **student** should return the completed form to **Office of Learning Services within 3 days of your exam**. For more information, call 872-3178 or stop by Room 352, Lyle Hall.

## To Be Completed by the Student:

Student Name \_\_\_\_\_ Phone \_\_\_\_\_

MU ID Number   M   Today's Date \_\_\_\_\_

Course ID   (i.e., ENGL 110.01)   Instructor \_\_\_\_\_

When would you like to take this test in the Office of Learning Services? *(enter information below)*

*(The Office of Learning Services will make every effort to provide you with requested exam date and time.)*

Day *(circle one)*    Monday    Tuesday    Wednesday    Thursday    Friday

Date \_\_\_\_\_ Time \_\_\_\_\_

Testing Accommodation(s) Needed *(check only those that have been approved for you; if any of your approved accommodations are not listed, write them in the last column):*

_____ extended time	_____ writer for the test	_____
_____ distraction-free site	_____ tape recorded test	_____
_____ reader for the test	_____ need to use computer	_____



**IMPORTANT**



**IF THE OFFICE OF LEARNING SERVICES DOES NOT RECEIVE AT LEAST THREE (3) WORKING DAYS' NOTICE, YOU MAY HAVE TO TAKE THE TEST WITH THE REST OF YOUR CLASS**  
(time is needed to schedule a room and/or proctoring)

### Please Note

TESTS WILL BE PROCTORED. ANY EVIDENCE OF CHEATING OR USE OF UNAUTHORIZED MATERIALS WILL RESULT IN IMMEDIATE CONFISCATION OF TEST AND UNAUTHORIZED MATERIALS. ALSO, IMMEDIATE NOTIFICATION WILL BE MADE TO THE DIRECTOR OF LEARNING SERVICES AND TO THE PROFESSOR.

STUDENTS ARE EXPECTED TO CONTACT THE OFFICE OF LEARNING SERVICES IF THEY ARE UNABLE TO KEEP THE ASSIGNED EXAM TIME. STUDENTS WHO DO NOT CONTACT THE OFFICE OF LEARNING SERVICES AND/OR DO NOT SHOW UP FOR A SCHEDULED EXAM MAY BE REQUIRED TO MAKE OTHER TESTING ARRANGEMENTS WITH THEIR PROFESSORS.

\*\*\*\* Your instructor completes the reverse side of this form \*\*\*\*

**To Be Completed by the Instructor:**

The **student** must return **completed, signed** form to Office of Learning Services **three (3) working days prior to the test.** **TEST TIMES:** Tests taken in Office of Learning Services may begin no earlier than **9:00 a.m.** and must be **completed by 4:00 p.m.**

**Method of Conveying Test to Learning Services:** (please check one and provide date/approx. time)

\_\_\_\_ Instructor/designee **delivers** test to Office of Learning Services: Lyle Hall, Room 352  
\_\_\_\_ Instructor **faxes** test to Office of Learning Services at: 871-2129  
\_\_\_\_ Instructor **e-mails** test to Office of Learning Services at: learning.services@millersville.edu

**ON:** Date \_\_\_\_\_ Approx. time \_\_\_\_\_

**Test Requirements** (Please circle **all** items that apply to this test and add any other special information):

**Notes Allowed:** Yes / No      **Book(s) Allowed:** Yes / No      **Calculator Allowed:** Yes / No

**Computer Needed:** Yes / No      **Internet Access Allowed:** Yes / No

**All test materials must be returned** (including scratch paper): Yes / No

**Other Instructions** (please specify): \_\_\_\_\_

**What is the normal length of time allowed for this test?** \_\_\_\_\_

**Method of Returning Test to Instructor:** (If no method is selected, campus mail method will be used)

\_\_\_\_ Instructor (or designee) picks up test from Office of Learning Services, Lyle Hall, Room 348  
on: (date) \_\_\_\_\_

\_\_\_\_ Office of Learning Services returns test to instructor in sealed/signed confidential envelope via  
campus mail

**REQUIRED** (Please note: all information in this block must be completed)

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Tele #: \_\_\_\_\_

**Instructor May Retain this Portion as a Reminder**

Student Name: \_\_\_\_\_ Test to be conveyed date & time \_\_\_\_\_  
Method of conveying test to Office of Learning Services (Lyle Hall Rm 352) \_\_\_\_\_

**Learning Services Info:** tele: 872-3178 fax: 871-2129 e-mail: learning.services@millersville.edu