TESTING ACCOMMODATION REQUEST

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

After the instructor completes the reverse side of this form, the student should return the form to Office of Learning Services. For more information, call 871-5554 or stop by Room 352, Lyle Hall.

To Be Completed by the Student:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Phone</th>
</tr>
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<table>
<thead>
<tr>
<th>MU ID Number</th>
<th>Today’s Date</th>
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<tr>
<th>Course ID (i.e., ENGL 110.01)</th>
<th>Instructor</th>
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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
- distraction-reduced site
- reader for the test
- writer for the test
- tape recorded 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)

**NOTE:** Final Exams should be scheduled ten business days prior to finals week

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 ****
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: 871-7943
___ Instructor e-mails test to Office of Learning Services at: learning.services@millersville.edu

ON: Date ___________ Approx. time ______________

Test Requirements (Please check 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 352 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: tel: 871-5554 fax: 871-7943 e-mail: learning.services@millersville.edu