TESTING ACCOMMODATION REQUEST

. **PLEASE NOTE**: Exams are given only between 9:00 a.m. and 4:00 p.m . All exams must be <u>completed</u> 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 Studen	nt:						
Student Name		Phone					
MU ID Number M	Today'	Today's Date					
Course ID (i.e., ENGL 110.01)	Instructor						
When would you like to take this	test in the Office of Learning Se	ervices? (enter information below)					
(The Office of Learning Services will ma	ake every effort to provide you with re	quested exam date and time.)					
Day (circle one) Monday	Tuesday Wednesday	r Thursday Friday					
Date	Time						
Testing Accommodation(s) Needed extended time distraction-reduced site(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 sitewriter for the test tape recorded testreader for the testneed 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 ****

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)						
learn	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: 871-7943 Iearning.services@millersville.edu 1000000000000000000000000000000000000					
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 <u>normal</u> 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: tele: 871-5554 fax: 871-7943 e-mail: learning.services@millersville.edu