## **DSU Accessibility Services Office**

Makayla Tysver May Hall 209B

701-502-4364 | dsu.accessibility@dickinsonstate.edu

## Testing Accommodation Form (To be filled out by instructor)

When the test is complete:         Notify me by e-mail. I will pick the test up.         Notify me by phone. I will pick the test up. Phone:	Instructor:	Student's Name:	
<ul> <li>Notify me by phone. I will pick the test up. Phone:</li></ul>	When the test is complete:		
<ul> <li>Scan in exam via email</li> <li>Return test to me through intercampus mail in a sealed envelope</li> <li>Name of class: Time of Class:</li> <li>Due date of Test:</li> <li>The student is allowed the following aids: <ul> <li>No aids</li> <li>Calculator</li> <li>Computer</li> <li>Specific Computer program</li> <li>Course Textbook</li> <li>Class Notes</li> <li>Scratch paper</li> </ul> </li> </ul>	O Notify me by e-mail. I will pic	k the test up.	
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Name of class: Time of Class: Due date of Test: The student is allowed the following aids: O No aids O Calculator O Computer O Specific Computer program Course Textbook O Class Notes O Scratch paper	O Scan in exam via email		
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<ul> <li>Calculator</li> <li>Computer</li> <li>Specific Computer program</li></ul>	The student is allowed the following	aids:	
<ul> <li>Computer</li> <li>Specific Computer program</li> <li>Course Textbook</li> <li>Class Notes</li> <li>Scratch paper</li> </ul>	O No aids		
<ul> <li>Specific Computer program</li> <li>Course Textbook</li> <li>Class Notes</li> <li>Scratch paper</li> </ul>	O Calculator		
<ul> <li>Course Textbook</li> <li>Class Notes</li> <li>Scratch paper</li> </ul>	O Computer		
<ul> <li>Class Notes</li> <li>Scratch paper</li> </ul>	<ul> <li>Specific Computer program_</li> </ul>		
O Scratch paper	O Course Textbook		
	O Class Notes		
O Other	O Scratch paper		
	O Other		

## **Students Responsibilities**

- 1. The student is responsible for notifying the instructor of the Test Taking Accommodation.
- 2. The student is responsible for contacting the Accessibility Services office three days prior to scheduled exam to arrange testing accommodations.

## **Instructors Responsibilities**

- 1. The instructor is responsible for filling out the Testing Accommodation Form.
- 2. The instructor must deliver the form and the test to Accessibility Services in May Hall 209B. This may be done in person, email or through intercampus mail.
- 3. If it is delivered through intercampus mail, the Accessibility Services is not responsible for lost tests. The test must be sent in a sealed envelope with the instructor's signature.
- 4. When the test is complete the Accessibility Services Coordinator will do one of the following based on how the instructor filled out the Testing Accommodation form.
  - a. Notify the instructor by e-mail so the instructor can pick up the test.
  - b. Notify the instructor by phone so the instructor can pick up the test.
  - c. Return the test through intercampus mail in a sealed envelope with Accessibility Service Coordinator's signature.