

## TEST ACCOMMODATION FORM

Instructor: Please complete this form and include with the test.

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

\_\_\_\_\_  
Course

\_\_\_\_\_  
Course Time

### EXAM DATE AND TIME

\_\_\_\_\_

### ADMINISTRATION OF EXAM

**Yes**   **No**

Is the exam open book?     

...open notes?     

Is a scantron used?     

May the student keep exam?     

...use calculator?     

...use graphing calculator?     

...use a dictionary?     

Time Allotted for In-Class Exam: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### RECEIVING AND RETURNING OF EXAMS

#### How Student Success Center Will Receive the Exam:

- Instructor Drop-off in Student Success Center
- FAX test over (Ext. 4456)
- E-mail: musser-l@mssu.edu  
Cc: odell-g@mssu.edu

#### How Student Success Center Will Return the Exam:

- Student Success Center Staff Returns\*
- Instructor Pickup: Time \_\_\_\_\_

\*Tests will be returned within 24 hours

***Please Note: If student has an accommodation of "audio formatted tests", an e-mail with the test attached, in Word format, must be provided to the Student Success Center at least one day prior to the test date.***

\_\_\_\_\_  
Course Instructor (Please Print)

\_\_\_\_\_  
Office #

\_\_\_\_\_  
Phone #

**STUDENT SUCCESS CENTER – 659-3725**

**FAX: 659-4456**