

Special Accommodation Test Request Form

Instructions:

1. Submit one request test form for each exam.
2. Complete Student Section
3. Complete Professor Section
4. Sign Special Accommodation Test Request Form
5. Submit request in person or email to: tcaccommodation@tnstate.edu
6. Submit request at least 7 days prior to the exam date (3 weeks for Midterm and Final Exams)

NOTE: A Letter of Accommodation from the Office of Disability must be submitted to you prior to scheduling exams in the Testing Center for student/s with special accommodations.

Part I: Student Section (Please Print or Type)

Student(s) Name: _____ Student ID: T _____
Student Phone: _____ Email: _____@my.tsu@tnstate.edu

Part II: Professor Section

Instructor Name: _____ Instructor Phone: _____
Instructor Email: _____@tnstate.edu
Best way to reach instructor urgently, eg. During exam: _____

Course Prefix and Number: (ex. Math 1010) _____

Day and time of Exam (Ex. Mon., Sept. 11, 2017) _____ Days & Time Class Meets (Ex. MWF 11:00-11:50) _____

Amount of time class receives for exam: _____ minutes. (Testing Center will adjust accordingly)

Test Type: Paper Based Testing (PBT) _____ Computer Based Testing (CBT) _____

Quiz _____ Test _____ Midterm _____ Final _____

Permissible Test Material:

Calculator [] Open book [] Notes [] Open book & note [] Blank sheets of paper [] College ruled notebook paper [] Response Booklet [] Formula sheet [] Study guide []

Authorized Accommodations:

1.5x Extended Time (50%) [] 2.0x Extended Time (100%) [] Less Distraction Required []
Separate Room (2) [] Scribe [] Reader [] Large Print [] Software [] _____
Other [] _____

Exam Delivery:

- Instructor will Email exam to tcaccommodation@tnstate.edu
 Instructor will hand deliver exam to Testing Center, Holland Hall, Administrative Office 301
 Other: _____

Exam Return:

- Testing Center will scan and email exam to instructor (Default option if no other option checked)
 Instructor will pick up exam from the Testing Center
 Other: _____

Professor's Signature: _____ Date: _____