

Testing Center

Special Accommodation Test Request Form

3500 John Merritt Blvd., Holland Hall, Academic Testing Lab, Room 310, Nashville, TN 37209

Phone: 615-963-5991

Email: tcaccommodation@tnstate.edu



Instructions

1. Submit one completed request form per exam.
2. Complete for in its entirety
3. A current Letter of Accommodation from the Office of Disability Services is required.
4. Submit form in person or via email (tcaccommodation@tnstate.edu)
5. Requests must be submitted at least 7 days prior to the exam (3 weeks for midterms/finals)

Part I: Student Information

Student Name: _____ Student ID (T-Number): T _____

Phone Number: _____ TSU Email: _____@my.tsu.edu

Part II: Instructor Information

Instructor Name & Phone: _____ Instructor Email: _____@tnstate.edu

Best method to reach instructor during exam: _____

Course & Exam Information

Course Prefix & Number: _____ Days & Time Class Meets: _____

Exam Date & Time: _____

Standard Class Exam Duration: _____ minutes (Testing Staff will adjust accordingly with accommodation)

Exam Type

☐ Paper-Based Testing (PBT) ☐ Computer-Based Testing (CBT)

Assessment Type: ☐ Quiz ☐ Test ☐ Midterm ☐ Final

Permissible Testing Materials

☐ Calculator ☐ Open Book ☐ Formula Sheet ☐ Study Guide ☐ Blank Paper ☐ Response Booklet ☐ Other: _____

Authorized Accommodations

☐ 1.5x Extended Time (50%) ☐ 2.0x Extended Time (100%) ☐ Reduced-Distraction Environment ☐ Separate Testing Room ☐

Reader ☐ Scribe ☐ Large Print ☐ Assistive Software ☐ Other: _____

Exam Delivery Method

☐ Instructor will email exam to tcaccommodation@tnstate.edu

☐ Instructor will hand-deliver exam to the Testing Center (Holland Hall 310)

Exam Return Method

☐ Testing Center will scan and email the completed exam to the instructor as soon as the exam is completed

☐ Instructor will pick up the exam from the Testing Center within 48 hours of exam completion; otherwise, the exam will be scanned and returned electronically

Instructor Signature: _____ Date: _____

Revised January 2026