

# 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](mailto: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](mailto: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](mailto: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: \_\_\_\_\_