

Testing Accommodations with Disabilities Services (Duke 108; Ext. 6500)

Please note: Unless there is an emergency, the student will not be allowed to leave the Advising Center once s/he begins the test without the professor's written permission on this form. Also, the student may not use her/his own lap top or disc for testing.

Professor/Student Information:

Professor's name: _____ Course and Section: _____
Student's Name: _____ Student's Cell Number: _____ Test date and time: _____

SIX Guidelines for Test Administration (to be completed by faculty member)

I. Students are not generally allowed to leave once testing has begun. Do you wish to alter this procedure for this test? If so, how? _____

II. Indicate how Disabilities Services will receive the exam.

- ___ Instructor will deliver it to D108
- ___ The student will bring it with him/her
(In a sealed envelope if you choose.)

III. What materials may the student use?

- a. none ___
- b. book ___
- c. notes ___
- d. calculator ___
- e. computer ___
- f. dictionary ___
- g. internet ___
- h. other: _____
- i. Blue Book ___ of ___ turned in (office use)

IV. How do you want the test returned to you? (We do not use campus mail and we do not recommend having the student slide the completed test under your door.)

- a. The professor will pick it up in Duke 108. _____
- b. The student will return it to the professor in a sealed envelope. _____

V. CIRCLE your preferred contact method below if there are questions during the testing period:

Elon Email Cell Phone (list number) _____ Office Ext. Other: _____

VI. How much time will you allow your class to take the test? (Not the time allotted for this student)

70 min. (MWF) 100 min. (TTH/MW) other: _____

Professor's signature: _____ Date: _____

Office Use

Start time: _____ (am/pm) Test should end at: _____ (am/pm) Finish time: _____ (am/pm)

Professor was contacted with a question during the testing time: yes no

Proctor's signature: _____ Date: _____

On my honor, I will abide by (or have abided by) the Elon University Honor Code.

Student signature: _____