



TESTING ACCOMMODATION REQUEST FORM

STUDENT MUST RETURN COMPLETED FORM TO DSPS (Campus Center 240)
AT LEAST 3 SCHOOL DAYS (72 HOURS) PRIOR TO THE EXAM.

(EXAMPLE: MONDAY BEFORE DSPS CLOSING TIME FOR A THURSDAY TEST)

STUDENT (COMPLETE AND PROVIDE TO INSTRUCTOR)

Name I.D. # Email Address

Course Title (e.g. ENGLISH 1A) Instructor

Date of Exam (IN DSPS) TIME I WILL START TEST IN DSPS

Check All Approved Accommodations

- Extra Testing Time 1.5 x standard 2 x standard Distraction-reduced room
- Computer Basic Calculator Enlarged Print Scan-and-read Software

Other (Specify)

Student Signature Phone Number

*** NOTE:** Your signature indicates that you have reviewed, understand and agree to the DSPS test-taking policies printed on the reverse side of this form.

INSTRUCTOR (COMPLETE AND RETURN TO STUDENT)

Date of Exam (IN CLASS) Start Time (IN CLASS) Time Allowed (IN CLASS)

*** NOTE:** Evening and Saturday tests may be scheduled on a different day and/or time because of DSPS Hours.

TEST PARAMETERS (check only those applicable)

- Open Book Title of text Scantron Blue Book
- Open Notes Type/ amount Dictionary Thesaurus
- Calculator? Basic Scientific Graphing

Other (specify)

TEST DELIVERY AND RETURN OPTIONS

DELIVERY OPTIONS

- Instructor will deliver to DSPS (CC-240) Instructor will Email to **dsps@wvm.edu**
- Student will deliver (sealed envelope)

RETURN OPTIONS

- Instructor will pick up from DSPS (CC-240) Student will return (sealed envelope)

*** Review the Academic Support & Accommodations form with the student to verify accommodations for the current semester.**

Instructor Signature Email (if not wvm.edu)

Phone (preferred)

How to Request Accommodations for Testing:

If a student has met with a DSPS Advisor and received approval for Testing Accommodations for the current academic term, the student can request testing accommodations by submitting a completed Testing Accommodations Request (TAR) form to DSPS at least three (3) school days before the exam is scheduled. Please **DO NOT** call in your testing request. One form may be completed for each exam the student plans to take. Multiple test dates may be scheduled on one form **if** the test dates are known in advance **and if** the test directions will be the same for all tests. Each final exam should be scheduled on separate form. The student will complete top portion (Student) of the form and sign it, and then give this form to the instructor, who will complete the bottom portion (Instructor) of the form and sign it. **The student** must then return the form to DSPS.

The Student's Responsibility:

- Schedule classes to allow for extra time to complete course exams, if that is a recommended accommodation.
- Once Testing Accommodations have been approved for the current semester. **It is your responsibility to confirm** this accommodation with your instructor(s).
- Remind the instructor to make a copy of the exam available to DSPS.
- **Schedule exams on the dates indicated in the syllabus and at the time the class normally meets**, except for evening and Saturday classes. If the student wishes to take an exam at an alternate day or time, **the instructor and DSPS** must first approve this before the exam is administered. (DSPS may reschedule an exam if the exam was not received from the instructor or if there is inadequate testing space or staff support at the originally scheduled time.)
- Provide all appropriate supplies, such as Blue Books, Scantron forms, paper, and writing implements.

When It's Test Time:

- If the student is late for the exam, the time missed will be deducted from the time allocated.
- If you are (1) hour late to an exam, the exam will be returned to the instructor and may not be rescheduled in DSPS.
- Begin the exam on time. Reporting 20 minutes or more late for a test, more than twice a semester, may result in adjustment to accommodations.
- Books, backpacks, purses, notebooks, fanny packs, cell phones and other personal belongings will be placed in a locker before returning to the testing site. This applies to everyone. An exception will be made if the exam is pre-designated "Open Book" or "Open Notes" by the instructor.

Academic Dishonesty:

PLEASE NOTE that testing rooms are monitored by video camera (with audio) and testing room activity may be subject to videotaping. If evidence of cheating is observed, the test will be stopped, all materials will be confiscated, the instructor will be notified, and the matter will be turned over to the instructor for further action. The student will have his/her testing services suspended and will not be reinstated until a conference between the student, DSPS Director, and, in some cases, the instructor is held.

Examples of cheating include:

- Copying from another student's test.
- Allowing another student to copy from your test.
- Using the textbook, course handouts, notes, or electronic information during a test without instructor permission
- Stealing, buying, or obtaining all or part of a test before it is administered
- Selling or giving away all or part of a test before it is administered
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, failing to notify DSPS staff when leaving the testing area, or other disruptive activity

DSPS Testing Hours for scheduled tests

Monday through Thursday: 8:30 a.m. - 6:00 p.m.

Friday: 10:00 - 2:00

Saturday and Sunday: Closed

*If scheduling difficulties,
please see DSPS staff.

Hours subject to change especially during Summer and Winter Sessions