**ELIZABETHTOWN COLLEGE**

# Disability Services

**Testing Accommodations Request**

## Students: Complete your portion of this form and send it to your professor at least 48 business hours prior to the exam

To be completed by Student:

Name: Test Date: Test Time:

Professor’s name: Professor’s Office Location: Course #: I require a screen reader yes no

I require a computer for written responses yes no

***Testing hours: 8:30 a.m. – 10:00 p.m. Monday – Thursday, 8:30 a.m. – 5:00 p.m. Friday***

## Faculty: Complete the faculty portion of this form and send it to disabilityservices@etown.edu along with a copy of the exam. The completed form must come from your email address.

To be completed by Faculty:

Name: Office Location: Length of time allowed for students taking the exam in class:

Contact me for questions during the exam by email: by phone: ( ) Students may use: calculator computer Scantron notes text book

Additional instructions:

The completed exam will be returned by a Disability Services Student Coordinator the following business day if you provided your office location in the space above.

# Please note: Video monitoring of testing rooms is regular but not continuous

## Disability Services Staff:

Test date: Start Time: End Time: Exam returned by: Exam returned to: Date & Time exam returned:

So you know a bit more about our process…

If a student prefers to take tests in Disability Services they need to complete a Testing Accommodations Request or otherwise provide the necessary information. This form provides us with information such as when the student is coming to take the test, how to contact faculty during the exam in case there are questions, and specific testing instructions. The form also serves as a reminder to faculty to send us an electronic copy of the exam.

Student Coordinators work from 9:00 am to 10:00 pm Monday through Thursday, and 9:00 to 5:00 on Friday, so testing can occur during those hours. Student Coordinators normally print the exam the day before or the morning of the exam and store it in a locked desk file drawer. Upon the student’s arrival, the Coordinator reviews the information on the Testing Accommodations Request form with the student. They also verify approved testing materials and faculty instructions with the student. All students testing in our area must sign an Academic Integrity Statement.

Students must leave their backpacks and cell phones at the Coordinator’s desk. Student Coordinators provide regular but not continuous monitoring of the student via a split screen monitor of the seven tutoring rooms. They notify staff immediately of incidences of suspected dishonesty. In the event of questions during the exam, the Student Coordinator will email the professor from the disabilityservices@etown.edu mailbox or call the professor’s office or cell phone number, if provided on the form. Completed exams are stored in the locked desk file drawer and returned to faculty by the next business day if office location is provided on the form.

We welcome your feedback – please don’t hesitate to contact us if you have questions, suggestions, or concerns daviesl@etown.edu 717.361.1227.