



ELIZABETHTOWN COLLEGE

Disability Services

Testing Accommodations Request

Below is information about our process for students who want to take tests in the Learning Zone as an alternative to the classroom.

- The student is responsible for notifying faculty they want to take tests in the Learning Zone. Faculty can provide the necessary information (the date and time the student plans to take the test, how to contact them during the exam in case there are questions and specific testing instructions) in an email to disabilityservices@etown.edu along with an electronic version of the exam.

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- A **Testing Accommodations Request** (page 2 of this document) can be completed by the student and their professor and sent to disabilityservices@etown.edu along with an electronic version of the exam. If you go to **Tools**, and then **Fill & Sign** you can complete the PDF, save it to your desktop, and send it as an attachment. This form provides us with information such as the date and time the student plans to take the test, how to contact faculty during the exam in case there are questions, and specific testing instructions.

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 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.



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Students: Complete this portion of this form and send it to your professor:

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: 9:00 a.m. - 10:00 p.m. Monday - Thursday, 9:00 a.m. - 5:00 p.m. Friday. Please contact Disability Services if you would like to request an alternate time

Faculty: Complete this 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.

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 ___ Textbook

Additional instructions: _____

The Disability Services Student Coordinator will return the exam to faculty the following business day if you provide the office location.

Disability Services Staff:

Test date: _____ Start Time: _____ End Time: _____

Exam returned by: _____ Exam returned to: _____

Date & Time exam returned: _____