Test/Exam Accommodation Request

Student’s Name: ___________________________ Course: ________________________________

Professor’s Name: _______________________ Professor’s Email/Contact: ____________________

Original Exam/Test Date: ___________________ Original Time: _________________________

How long does the class have to take the exam? ______________________

Date this student will take the exam/test: ________________ Start Time: ________________

Exam Location:

______ Disability Support Services, Duffy Hall Room 67, 973.313.6003, DSS@shu.edu
(This site is for students who require assistive technology, computer access, and/or other accommodations)

Exam Delivery:

☐ Professor or designee will hand deliver exam to: _________________ (ex: DSS, OT Dept. Secretary)
☐ Exam will be emailed to: ☐ DSS@shu.edu
☐ Exam to be faxed to: ☐ DSS 973.761.9185

Exam Return:

☐ Professor of designee will pick up exam from: __________________ (ex: DSS)
☐ Exam to be scanned and emailed to professor at: ______________________
☐ Exam to be delivered to department secretary or professor at: ____________________________

Exam Instructions:

☐ Use of a Computer: ☐ Connected ☐ Not Connected to the Internet
☐ Student is Permitted to Use:
  ☐ Notes
  ☐ Formula Sheet
  ☐ Textbook
  ☐ Calculator
  ☐ Other: ____________________________

Additional Instructions: _____________________________________________________________

________________________________________________________________________________

Professor’s Signature: ___________________________ Date: __________________________

Student’s Signature: ___________________________ Date: __________________________

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION
Exam Accommodation Information

Students with disabilities are best served in the most integrated setting possible. Faculty is encouraged to provide test accommodations to their students whenever possible to help “normalize” the accommodation process and to maintain academic control over the testing environment. DSS asks that professors first determine how the student can be accommodated in the classroom or academic department. Possible options include:

- Determine if the classroom is available for an early start or late finish
- Identify a department office or conference room that can be used for proctoring
- Determine which individuals in the department can assist with exam proctoring

If a professor is logistically unable to proctor the exam, then the option exist for The Office of Disability Support Services (DSS) to facilitate the administration of the test. DSS also provides exam proctoring for students who need assistive computer technology, readers/scribes, specialized accommodations, etc.

Procedures:

- The professor and the student must fill out the Exam Accommodation Request form and return it to DSS a minimum of two (2) business days prior to the exam. The student is responsible for obtaining the form.

- Students are expected to take the exam on the same day and approximately the same time as their classmates unless an alternative date and time is approved by the professor.

- DSS does not proctor evening exams. DSS can proctor evening exams during the regular business day, either on the same day or on a day after the evening exam (determined by the professor).

Please note: DSS office hours are 8:45am - 4:45pm.

PLEASE SEE REVERSE SIDE FOR ACCOMMODATION FORM