

ACADEMIC SUPPORT OFFICE Test Accommodations Form

Step 1 Student: Negotiate a date and time for the test with your instructor (5 business days ahead).

Step 2 Student: Inform ASO of agreed test date and time to reserve your testing space.

Step 3 Faculty: Complete this form and send or bring it to ASO with the test.

STUDENT complete: _____

Name: _____ RU ID#: _____

Course: _____ Faculty: _____ Day/Time of class: _____

REQUESTED Test Date: _____ Requested Test Time: _____

FACULTY Complete: _____

Approved Test Time: _____ Approved Test Date: _____

Time allowed to test in class: _____

May the student write on the test? Yes or No

Comments/Special Instructions:

Faculty will provide test with this attached form to ASO office:

Hand Deliver Fax (call to confirm receipt) Email (call to confirm receipt)

When completed, the test will be:

Delivered by ASO to Department Left at ASO to be picked up by faculty

Faculty Signature: _____ Date: _____ Phone#: _____

E-Mail Address: _____

Materials allowed for the test:

- Scantron
- Computer
- Calculator
- Formulas/Tables
- Book (*specify*)

- Dictionary
- Scratch Paper (return with test)
- Diagrams
- Notes/Data Sheet
- Spell Check/Grammar Assistance

Other: _____

ASO Office Use Only

Test proctored by: _____ Date/Time: _____

Test returned to: _____ Location: _____ Date/Time: _____