

## REQUEST FOR ALTERNATIVE TEST SITE

Students requesting an alternative test site must have a documented disability on file with the Learning Support and Disability Services Department. **Arrangements must be made 3 days in advance.**

Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Cell/Phone \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Date of Test \_\_\_\_\_

Time of Test \_\_\_\_\_ Test Time Accommodation: x 1 ½      x 2

### **TO BE COMPLETED BY PROFESSOR**

How and when will the LSDS Department receive the exam?

\_\_\_\_\_  
\_\_\_\_\_

Any special instructions regarding the exam? \_\_\_\_\_

\_\_\_\_\_

**Note to professors:** All exams are returned through campus mail in college envelopes, sealed and signed with a signature across the flap; unless other arrangements are made.

**Note to students:** When a time is set aside for you in the LSDS Department to take an exam, it is based on the amount of time you are allowed to take the exam and is carefully scheduled. Please come prepared, with all studying completed and ready to take the exam. Any study time you use during your reserved testing block will be forfeited towards taking your test. You are being provided your accommodation under the law, but if you chose to use it in a way other than taking the exam, it is subtracted from your accommodated time.