

Office for Students With Disabilities
227 Seymour College Union
Phone: (585) 395-5409 Fax: (585) 395-5291

TESTING ACCOMMODATIONS

****REQUESTS MUST BE SUBMITTED THREE (3) DAYS
 IN ADVANCE OF ACTUAL TESTING DATE****

ADMINISTRATION OF EXAM/TEST

Student Name _____ Phone: _____ Course # and Section _____

TESTING DATES AND TIMES IN O.S.D.

Date	Time	Instructor's Initials

<u>FACULTY INSTRUCTIONS</u>	YES	NO
Is exam/test open book?	[]	[]
... open notes?	[]	[]
Is a scantron form used?	[]	[]
May student use a calculator?	[]	[]
... a graphing calculator?	[]	[]
... a spellchecker/dictionary?	[]	[]
... scrap paper?	[]	[]
Exam/test materials, scrap paper to be returned?	[]	[]
FACULTY SEE REVERSE SIDE FOR DIRECTIONS		

Time allotted for
IN-CLASS TEST _____

Special instructions: _____

RECEIVING AND RETURNING OF EXAMS/TESTS

How Will Test Be Received?

[] FAX (395-5291), please call x5409 prior to faxing

[] E-MAIL smicheli@brockport.edu

[] INSTRUCTOR DROPOFF at 227 Seymour Union

If you have any questions or concerns,
 please call OSD at x5409.

How Will Test Be Returned?

[] INSTRUCTOR PICKUP at 227 Seymour Union

[] STUDENT RETURNS, in sealed/signed envelope

[] OSD RETURNS, in sealed/signed envelope
 to Dept. _____
 Bldg./Room# _____

OSD delivers exams/tests to on-campus departments only.
 A signature will be required upon delivery.
 Faculty may, on occasion, be required to pick up exams/tests.

_____ Instructor's Name (Please Print)	_____ Instructor's Signature
_____ Instructor's Office and Phone	_____ Instructor's E-mail address

STUDENT REQUEST FOR APPROVED ACCOMMODATIONS

Do you require a:

Read	Yes []	No []
Scribe	Yes []	No []
PC	Yes []	No []

TESTING ACCOMMODATIONS DIRECTIONS FOR FACULTY

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Test Proctoring Hours: 8:15 am – 4:45 pm, Monday – Friday (fall and spring)
8:15 am – 3:45 pm, Monday – Friday (summer)

1. Include with the test any answer material or special instructions that the student, proctor, scribe or reader will need. Please forward tests 2 days in advance of the exam date.
2. When filling out the request for testing accommodations, please be sure to complete all sections.
3. **IMPORTANT:** If there are any questions or concerns related to a student's request for accommodations, please call our office (x5409) and we will be happy to consult with you on the matter.
4. Be assured that all tests are kept secured until they are given to the proctor. Tests will be available for pick up or returned as soon as possible after completion.
5. OSD will make a good faith effort to accommodate students who need test proctoring or accommodations. Advance notification by students is just such a good faith effort. By requiring advance notification, OSD seeks to ensure that students can be accommodated in a timely manner. This policy, in and of itself, is a demonstration of OSD's efforts to give equal access to students with disabilities rather than as an unnecessary burden placed on students or faculty for the convenience of OSD.

Thank you for your cooperation.