

Testing Accommodation Request

Provision of the test accommodations is required by federal law when the accommodation is determined by ARP to be reasonable for disability related needs. **It is the sole responsibility of the student to request testing accommodations by the ARP deadlines.** Please note that the testing room will be monitored by video camera or proctor to assure academic integrity.

INCOMPLETE FORMS WILL NOT BE ACCEPTED

STUDENT:

Please complete and submit this form to the ARP staff at least one week prior to the exam date, (two weeks prior to the start of finals week). It is your **responsibility to ask the professor to complete his/her section of the form.**

Student Name: _____ Today's Date: _____

Student Email: _____@callutheran.edu Student Phone: _____

Course Number and Section: _____ Course Regularly Meets (days/ times): _____

Exam is scheduled in class on:	Day of week: _____	Date: _____
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PROFESSOR:

Will the exam be given during the entire class time? Yes No*

*If NO, please indicate: Start time: _____ End time: _____

Test will be sent (please check one):

- Electronically** (Please send exams to arptest@callutheran.edu, which is the secured Testing e-mail)
- Professor will **Hand Deliver** to CAAR ((Pedersen Administration Building/1st Floor))

Specific Allowances (check all that apply):

- None/Closed book & note
- Open Notes
- Open Textbook
- Turn in Scratch Paper
- Calculator
- Dictionary
- Reference Sheets: Pages (#) _____

Other / Special Instructions/Comments:

How would you like the test returned? Administrative Asst./Mailbox (building/ room#) _____

I will pick up from CAAR (Pedersen Administration Building/1st Floor)

Professor's Printed Name _____ Professor's Signature _____ Date: _____

Testing Accommodation Reminders:

- Students are responsible to notify the CAAR office at least 48 hours in advance of any changes to the testing accommodation request. For example, if the test date was postponed by the professor, the student must contact the CAAR office to notify us of the change.
- We recognize that when students take tests in the CAAR office, the instructor may or may not be available during the time of the test to answer questions that might arise, or to share information with the student testing separately that is shared with the rest of the students testing in class. We have taken several steps to ensure the best possible access to such information as the need arises.
- If there is a testing irregularity, the exam will be taken up and returned to the professor along with an incident report given to the professor and the Director of CAAR.
- Testing rooms will be monitored during all exams. This may be through live video feed or by a proctor depending upon the testing room. Students whose accommodations include a scribe and/or reader will still be provided this accommodation during exams.

Questions? Contact Linda Fiacco at x3082 in the CAAR office or by e-mailing arptest@callutheran.edu .

ARP Office Use Only:

Exam scheduled:

Day of the Week	Date	Start Time	End Time	Room	Proctor

Notes:

Proctor: _____

Lab Room: _____

Date: _____

Exam Began: _____

Exam Ended: _____

Return exam to: _____

Date Exam Returned: _____

Signature of Recipient: _____

Printed Name of Recipient: _____