

Late Request Form - Testing and Evaluation (T&E)

Students are expected to discuss alternative testing accommodations with faculty within the first 3 weeks of the semester. (Deadline policy is: tests proctored at T&E require a minimum of 7 days advance notice.) Occasionally, extraordinary circumstances arise when students or faculty cannot meet the alternative testing deadline. Therefore, walk-in testing on Wednesday evenings is available in Room 341 Educational Sciences.

1. Date of Exam: _____
(Wednesday evenings only)

2. Total time allowed:
without accommodations: _____

with accommodations: _____

3. Begin time: (between 5:00-6:00 pm) _____

4. End Time: _____

5. Student: _____ Phone: _____

Instructor: _____ Phone: _____

Course: _____

FOR OFFICE USE ONLY

Test Date: _____

Begin Time: _____

End Time: _____

Test Site: _____

Proctor: _____

Receipt Date: _____

INSTRUCTOR APPROVED CONDITIONS:

- open book calculator other: _____
 open notes break _____ minutes

MCBURNEY RECOMMENDED ACCOMMODATIONS: (check VISA to verify accommodations)

- accessible room computer dictionary
 private room print enlargement scribe
 taped exam brailled exam other: _____
 time and a half double time

ADDITIONAL PROCTOR DUTIES:

If a scribe is to record answers, please indicate exam format. (check all that apply)

- T/F multiple choice short answer essay

EXAM DELIVERY: All walk-in testing exams are to be hand delivered by the student or faculty to Room 373 or Room 341 Educational Sciences before 4:30 pm on Wednesday nights.

EXAM RETURN: All walk-in testing exams should be picked up by the instructor. If you would like the student to return the exam to the instructor in a security envelope, please initial here: _____

I HAVE REVIEWED THE RECOMMENDED ACCOMMODATIONS ON THE STUDENT'S VISA AND AGREE TO THE CONDITIONS LISTED ABOVE.

Instructor Signature: _____ Date: _____