



Testing Protocol Exam Information Form

This form should be completed by the instructor and returned to [Accessibility Services](#) prior to the test date.

Student: _____ Course: _____ Instructor: _____

Testing Date(s): _____ Testing Time: _____

Amount of time allowed for class exam including accommodation time: _____

The students may use the following materials during testing (check all that apply)

- | | | |
|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Textbook | <input type="checkbox"/> Class Notes |
| <input type="checkbox"/> Dictionary | <input type="checkbox"/> Graphs | <input type="checkbox"/> Lab Book |
| <input type="checkbox"/> Thesaurus | <input type="checkbox"/> Formula Sheet | <input type="checkbox"/> Other _____ |

Students will Record answers on (check one)

- | | | |
|------------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Test Copy | <input type="checkbox"/> Scantron | <input type="checkbox"/> Answer Sheet |
|------------------------------------|-----------------------------------|---------------------------------------|

Instructor would like to (check one)

- | | |
|---|--|
| <input type="checkbox"/> Pick Up Completed Exam | <input type="checkbox"/> Receive Scanned Copy of Completed Exam by Email |
|---|--|

Instructors may pick up the completed exam at the Wynn 10-209 front desk.

Please inform your student prior to testing date of any special material(s) that needs to be returned (i.e. notes, scratch paper, or other). The Accessibility Services office will only collect what the student places in the return envelope.

For Accessibility Services to Complete

If you have questions about testing accommodations please contact Accessibility Services at accessibilityservices@durhatech.edu

Administrator: _____ Appointment Time: _____ Appointment Date: _____

Arrival Time: _____ Begin Test Time: _____ End Test Time: _____