

Test Accommodation Request Form – MSTC Testing Center (715.422.5443)^{09.30.09}

Testing arrangements must be made at least 5 business days prior to test date; earlier if test needs to be read.

Step 1: Student to schedule test with Testing Center staff and provide Faculty copy of this form and gray envelope with data completed in box below.

To be completed by student (print clearly):	Today's Date: _____
Student Name: _____	PERSON ID: _____
Course Name: _____	Faculty: _____
	Day/Time of Class: _____
Test Appointment Date: _____ Test Appointment Time: _____	

Step 2: Faculty to complete form, insert test and this form in gray test envelope, and deliver to Testing Center at least three (3) days prior to the test date; earlier if the test needs to be read.

To be completed by faculty:	
Amount of time given other students in class: _____	May student write on the test? <input type="checkbox"/> Yes <input type="checkbox"/> No
Materials that may be used in the Testing Room (circle all that apply and <u>include appropriate materials</u> in envelope):	
Books	Dictionary
Notes/Data Sheet	Computer
Calculators	Scratch Paper (to be returned with test)
Diagrams	Formulas/Tables
Scantron	Spell Check/Grammar
Other: _____	
When completed, the test will be available for pick-up in the Testing Center during office hours.	
Comments/Special Instructions: _____	

Faculty Signature/Date: _____ Phone Number: _____	

To be completed by Testing Center staff:	
Test Received By: _____	Date/Time Received: _____
Date Test Taken: _____	Test Started: _____ Test Stopped: _____
Test Retrieved By: _____	Date/Time Retrieved: _____
Disability Services approved accommodations: <input type="checkbox"/> Separate Site <input type="checkbox"/> Distraction-reduced <input type="checkbox"/> Small Group	
<input type="checkbox"/> Extended time: Amount _____ <input type="checkbox"/> Taped Test <input type="checkbox"/> Reader <input type="checkbox"/> Scribe <input type="checkbox"/> Breaks <input type="checkbox"/> Taped Responses	
<input type="checkbox"/> Other: _____	

Testing Center Hours:	Monday	Tuesday	Wednesday	Thursday	Friday
School Year:	8am-4pm	8am-4pm	8am-7pm	8am-4pm	8am-1pm
Summer:	7am-5pm	7am-5pm	8am-6pm	7am-5pm	Closed

