Request for Testing with Accommodations

All exams must be scheduled at least two business days in advance.

**Proctoring Hours:** Mondays – Thursdays 9:15am to 5:00pm
Fridays 9:15am to 2:30pm

**No-Show/Cancellation Policy:** No-shows and cancellations are recorded. Cancellations should be communicated to Access and Disability 24 hours in advance or as soon as possible. No-shows and cancellations will require a new completed request form and a new testing appointment with approval from the instructor.

**STUDENT INFORMATION**

Student Name: ________________________  Tech ID#: ____________________  Phone: ________________

Course Name: ________________________  Instructor Name: __________________________

**INSTRUCTOR INFORMATION: (Must be filled out by the instructor)**

The class is taking this exam on (date): ___________________________ at (time): ___________________________

Please check one:

☐ The student must take this exam at the same time as the class.

☐ The student may take this exam at a different time. Exam must be finished by ___________________________

The class has ____________ (minutes/hours) to complete this exam. Please do not add extended time.

Please list specific item(s) that students may use on this exam. *If this section is left blank, we will assume the student cannot use anything (e.g., notes, calculator, textbook, etc).*

__________________________________________________________________________________

Please attach this form to each test that needs to be proctored. Place the test and materials in the ADR (Access & Disability Resources) folder in Room 3140. If the test is in D2L, please write “D2L” in the notes area below. Email any questions or concerns to ADRtesting@saintpaul.edu.

**Notes:**

*ADR STAFF ONLY | Testing Accommodations (check all that applies from the student accommodation letter)*

☐ Extended test time for 2x
☐ Extended test time for 1.5X
☐ Test in Testing Center
☐ Test in private space
☐ Test in audio format
☐ Test scribe
☐ Test breaks

Exam Date: ___________________________  Proctor: ___________________________

Start Time: ___________________________  ☐ Record Hours/Info on Excel

End Time: ___________________________  ☐ Email Instructor

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This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.846.1547 or AccessResources@saintpaul.edu. Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State.