Testing Accommodations Request

Disability Services
215 EUC - Phone: 334-5440 – www.uncg.edu/ods

STUDENT MUST RETURN FORM TO DISABILITY SERVICES
TWO WORKING DAYS PRIOR TO TESTING DATE (5 DAYS MIDTERMS & FINALS)

I. TO BE COMPLETED BY STUDENT: Student Name: _____

Student ID: _____ Student Email:_____ Phone #: _____

Course: _____ Professor's Name: _____

Student will need: _____ Computer _____ Reader/Scribe _____ Other:_____

Students unable to take the exam at the scheduled time MUST make arrangements for a make-up exam with the instructor. ODS will NOT reschedule a test without consent from the instructor.

II. TO BE COMPLETED BY INSTRUCTOR:

Date and Time Student Will Take Test with ODS (8:00am-5:00pm): _____ mm/dd/yr_____00:00 am/pm
Date and Time of test given in class **IF** different from above_____

Time Approved for Test: REFER TO FACULTY LETTER

Total Course Time	Time and a Half	Double Time
50 minutes	1 hr 15 minutes ☐	1 hr 40 minutes ☐
75 minutes	1 hr 52 minutes ☐	2 hrs 30 minutes ☐
90 minutes	2 hrs 15 minutes ☐	3 hrs ☐
Other: Quizzes, etc._____	_____ ☐	_____ ☐

MID-TERMS & FINALS:_____ **PLEASE indicate how long class has to take exam.**	_____ ☐	_____ ☐

- **Circle any materials which may be used in the testing situation:**

Books Dictionary Notes/Data Sheet Other: _____
Calculators Diagrams Formulas/Tables Spell Check on Computer

ODS will receive the exam by:

☐ Student picking up test in your office. When? _____
☐ Delivered to ODS. How and when? _____
☐ Delivered to ODS via email (ods_exam@uncg.edu) When? ____

Exam will be returned to instructor by:

☐ Hand delivered to you in a sealed envelope by student.
☐ Delivered to your Administrative Assistant in a sealed envelope by student.
☐ Left at ODS to be picked up by the Professor.

_____ Campus Address: _____
(Professor's Signature) Phone: _____

III. TO BE COMPLETED BY ODS OFFICE:

Test Proctored By: _____ Date: _____
Test Returned To: _____ Time (Start): _____ (Stop):_____

NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT THIS FORM IS FILLED OUT COMPLETELY AND RETURNED TO ODS.
ALL EXAMS WILL BE PROCTORED BY AN ODS STAFF MEMEBER.