

## TESTING ACCOMMODATION REQUEST

PLEASE NOTE: Exams are given between 8:30 a.m. and 4:30 p.m, Monday through Friday. All exams must be completed by 4:30 p.m. After the instructor completes the reverse side of this form, the student returns the form to Office of Learning Services. For more information, call 717-871-5554 or stop by Room 352, Lyle Hall.

To Be Completed by the Student:

Student Name \_\_\_\_\_ Phone \_\_\_\_\_

MU ID Number   M   Today's Date \_\_\_\_\_

When would you like to take this test in the Office of Learning Services? The Office of Learning Services will make every effort to meet your requested date and time.

Date \_\_\_\_\_ Time \_\_\_\_\_

Testing Accommodation(s) needed: (Check only those that have been approved for you. If any of your approved accommodations are not listed, write them in the last column)

- |   |   |       |
|---|---|-------|
| <input type="checkbox"/> extended time            | <input type="checkbox"/> writer for the test  | _____ |
| <input type="checkbox"/> distraction-reduced site | <input type="checkbox"/> tape recorded test   | _____ |
| <input type="checkbox"/> reader for the test      | <input type="checkbox"/> need to use computer | _____ |

### y y y IMPORTANT y y y

- x Tests will be proctored. Any evidence of cheating or use of unauthorized materials will result in immediate confiscation of test and unauthorized materials. Also, immediate notification will be made to the Director of Learning Services and to the professor.
- x Students are expected to contact the Office of Learning Services if they are unable to keep the assigned exam time. Students who do not contact the Office of Learning Services or do not show up for a scheduled exam may be required to make other testing arrangements with their professors.
- x ,I WKH 2IILFH RI /H DUQLQJ 6HU YLFHV GRHV QRW UHFHLYH D have to take the test with the rest of your class.
- x Final Exams should be scheduled ten business days prior to finals week. Final exams are scheduled only at 9:00 a.m., noon or 1:00 p.m. to maximize use of our testing rooms. Please call our office if you have questions about choosing a time for your exam.

