

COVER SHEET FOR ACCOMMODATED TESTING

DSS S307

Testing Supervisor: **Michele Croston, Ext 4935, mcroston@starkstate.edu**

or Melody Lee ext 4754 or Kathy Bernstein 4423
mlee@starkstate.edu and kbernstein@starkstate.edu

Faculty Name: _____ Extension: _____

Division's Office (for mail): _____ (please put the office where you want the test returned: B215, B230, C100, E216, H207)

Date test sent: _____ COURSE TITLE: _____

TEST WINDOW DATES: From _____ to _____

We will only hand out your test during the specified test window. If you wish to change, extend, post-pone or cancel the test, please inform DSS by calling Ext. 4935 or 4754

PLEASE USE A SEPARATE COVER SHEET FOR EACH STUDENT DUE TO STUDENT-SPECIFIC ACCOMMODATIONS

A helpful hint: fill in your name, office number, extension and student's name & accommodations and make photocopies of the cover sheet. You will then only need to fill in the test windows for each exam.

STUDENT NAME : _____

AIDS PERMITTED (student will only be able to use pencil and paper unless checked below):

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Interpreter | <input type="checkbox"/> Kurzweil* | <input type="checkbox"/> Calculator | <input type="checkbox"/> Dictionary |
| <input type="checkbox"/> Reader | <input type="checkbox"/> Extended Test Time (1 ½ time) | <input type="checkbox"/> Text book | <input type="checkbox"/> Thesaurus |
| <input type="checkbox"/> Scribe | <input type="checkbox"/> Extended Test Time (double time) | <input type="checkbox"/> Charts, graphs, tables | <input type="checkbox"/> Scrap paper |
| <input type="checkbox"/> CCTV | <input type="checkbox"/> Quiet Room | <input type="checkbox"/> Notes | <input type="checkbox"/> Use Scantron |
| <input type="checkbox"/> Special Instructions: _____ | | | |

*If the student requires use of the **Kurzweil** reader, readers or scribe services, we require the exam to be in the DSS office 48 hours in advance of the exam time for preparation.

Standard time for test: _____

DELIVERY OPTIONS:

_____ Please return by campus mail.

_____ Hold in DSS for Pick up

_____ other _____

TESTING HOURS

Testing Center (C107)

Monday – Thursday 9:00 a.m. – 9:00 p.m.
Friday and Sat: 9:00 a.m. – 3:00 p.m.

DSS (S307)

Monday – Thursday 8:00 a.m. – 7:00 p.m.
Friday 8:00 a.m. – 3:00 p.m.

- Please allow enough time for interoffice mail to deliver the test or hand carry it to DSS. We greatly appreciate it if we can have the test **in DSS at least 24-48 in advance** of the test date, as we have many students who need accommodations and we need to reserve space as well as student-specific accommodations (scribes, interpreters, the Kurzweil computer reader, etc)
- For the testing center, please inform your students that a **photo ID is required**

If students arrive at the posted closing time they will **only have one hour** to complete their test.