

**SERVICES FOR STUDENTS WITH DISABILITIES
EXAM ADMINISTRATION FORM
MUST BE RETURNED WITH EXAM TO AD 7**

Please note: Exams are only administered M-F between 8:30 am and 5 pm. The exam must be accompanied by a completed administration form or the exam will not be administered and will not be rescheduled.

To be completed by Student:

Student Name: _____ Banner ID: _____
Course Number: _____ Email: _____

To be completed by Instructor:

Instructor's Name: _____ Phone #: _____
Department: _____ Email: _____
Date of Exam: _____ Time of Exam: _____

When must the student take the exam (same day, next day, etc): _____

Length of the regular class: _____ Time allowed for accommodation: _____

Exam Information (check all that apply to student testing conditions)

- | | |
|--|---|
| <input type="checkbox"/> Notes allowed | <input type="checkbox"/> No notes allowed |
| <input type="checkbox"/> Open book | <input type="checkbox"/> Closed book |
| <input type="checkbox"/> Calculator allowed | <input type="checkbox"/> No calculator |
| <input type="checkbox"/> Scratch paper allowed | <input type="checkbox"/> Scratch paper must be returned with test |
| <input type="checkbox"/> Dictionary allowed | <input type="checkbox"/> No dictionary allowed |
| <input type="checkbox"/> Scantron | <input type="checkbox"/> Bluebook |

Special Instructions: _____

- I will pick up completed exam in SSD Please return to department mailbox

Signature: _____ Date: _____

For SSD office use only:

- How was the test delivered to SSD? Student brought exam in a sealed, signed envelope
- Dropped off Picked up by SSD Faxed to 397-1820
- Emailed to lmeeks@jcu.edu Emailed to jsberna@jcu.edu

Date test was proctored: _____ SSD Staff Member: _____

Beginning Time: _____ Ending Time: _____