Faculty Instruction Sheet
For Disability Services

Instructor’s Name ____________________________________________________________

Instructor’s Phone ___________ Instructor’s Email ____________________________

Course __________________________ Exam Name/Number _______________________

Accommodations Needed:
☐ Zoom Text ☐ Extended Time (Time Limit _____ hours _____ minutes)
☐ JAWS ☐ Limited Distraction Free Environment
☐ Dragon Speak ☐ Other _______________________________

Special Instructions for Administration:
☐ Scantron ________ ☐ Calculators ☐ Notebook Paper
☐ Scratch Paper ☐ Blue Book ☐ Other __________________________

Test Days
Tuesday 8:30 a.m. – 5:00 p.m. (student must finish by 7:00 p.m.)
Wednesday 8:30 a.m. – 5:00 p.m. (student must finish by 7:00 p.m.)
Thursday 8:30 a.m. – 5:00 p.m. (student must finish by 7:00 p.m.)
Friday 8:30 a.m. – 12:00 p.m. (student must finish by 5:00 p.m.)

Please indicate the scheduled date and time for each student to complete his/her test in
the chart below. The student must report to the Testing Center at the time listed. If a
student misses their testing time, they must reschedule with the instructor.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Test Scheduled</th>
<th>Test Administered</th>
<th>Student’s Signature</th>
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<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Time</td>
<td>Date</td>
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Please sign and date at the time you pick up the test.

Instructor’s Signature ___________________ Proctor’s Signature ___________________

Date ___________________ Date ___________________

Date Received in Testing Center ________ Initials ________

Please note: Test Center hours are subject to change. The Testing Center will close on regularly scheduled holidays, during campus registration, and at other times throughout the year for special activities. Students/faculty should call to verify daily and weekly hours before making a special trip to the campus.