



**Students' responsibilities concerning test accommodations:**

- Obtain a Test Accommodation Request Form from the Office of Disability Services. This form can be faxed, downloaded, or picked up in 1P-101.
- Fill out the first page and have professor sign it.
- Bring or fax the completed first page to the Office of Disability Services at least three days before the exam.

**Faculty responsibilities concerning test accommodations:**

- Indicate on both pages how the test will be sent to Office of Disability Services.
- Sign the first page of the Test Accommodation Request form so that the student can return it to our office.
- Fill out the second page of the form, checking off what materials, if any, the student can use on his/her test (i.e. : open book, notes, map, rock samples, etc.).
- Indicate on the second page where and how the test must be returned when it is completed.
- Sign the second page of the Test Accommodation Request form and return the form, with the exam, to our office.