

Brevard College
ELC Office of Student Accessibility and Disability Services
Test Accommodation Request Form

Part A: STUDENT RESPONSIBILITY

Signature below confirms understanding of Brevard College Honor/Academic Integrity Codes Student Affirmation:

"I agree to respect the integrity, ideas, and property of the College community, fellow students, faculty, and staff, by refraining from acts such as plagiarism, cheating, theft, harassment, and abusive language or behavior. I further agree to abide by the academic policies of the institution as outlined in the College Catalog and the Social Code maintained by the Division of Campus Life and the Honor Council."

Student Name: _____ **Student Signature:** _____

Review the ELC Testing Center Guidelines on back of form. Complete Part A and take the form to your instructor so he or she can complete Part B. Make sure that you arrange to take your test when you are able to have sufficient extra time without missing other classes. Then, take the completed form to the ELC at least three business days in advance to schedule a test.

Requested Test Date: _____ Requested Start Time: _____

Check here if you qualify for and wish to use reading support (C Pen) _____

COURSE: _____

Today's date: _____

Part B: INSTRUCTOR RESPONSIBILITY

Instructor's Name: _____ **Date and time of class exam:** _____

Name/Title of test: _____ ***Amount of regular class time allotted for test:** _____

***Student is approved to take this exam (choose 1):**

_____ **Only during the same time and on the same date as the class (allowing for extra time to be added before/after).**

_____ **Alternate time/date window (describe):** _____

Test Delivery Method: (please check)

_____ Instructor will deliver to ELC (approximate day and time): _____

_____ Instructor will send via email to koontzkh@brevard.edu

_____ Student will carry test to ELC in a sealed envelope

SPECIAL INSTRUCTIONS

*Please initial as appropriate: _____ Closed Book _____ Closed Notes _____ Other Special Instructions (below

*Is a calculator, computer, blank/lined paper, or other special resources needed or allowed? _____ NO _____ YES

*If YES, please specify details of all items that can be allowed with student during testing: _____

IMPORTANT: Please specify how student questions during the exam can be addressed (phone, email, in-person visit, etc.): _____

Return Method:

_____ Place in my departmental box

_____ Instructor/designee will pick up: _____ (Name of designee)

OSADS use only:

Test received: _____ Test Taken: _____

Test delivered to departmental box: _____ Another means: _____ Date: _____ By (initials): _____

ELC Testing Center Guidelines

Brevard College

ELC test proctoring is generally reserved only for students with a disability who have registered accommodations with Student Accessibility and Disability Services or who have experienced a temporary impairment. For general make-up tests, ELC space may be available for use, but the instructor or instructor designee must provide the proctoring. Students who utilize the ELC Testing Center are expected to follow these guidelines:

1. For all tests/exams proctored in the ELC, a **Test Accommodation Form** must be completed and returned to the OSADS Director at least three business days before the test/exam. When forms are submitted late, a reasonable effort will be made to provide accommodated testing, however, there is no guarantee that this will be possible or that the exact time or date requested will be an option.
2. Punctuality is essential. Students are asked to arrive five minutes before the start of testing. The clock starts ticking at the agreed upon time. Students who arrive late may have that amount of time deducted from their total test time.
3. During testing, students will be allowed to use only the items that their professor has approved on the Test Accommodation Form. Students should supply their own test/exam materials such as pens/pencils, headphones/earbuds (for C-Pen) or approved calculators. Students must print any notes allowed for testing in advance since access to phone and personal computers are generally not allowed.
4. Students are required to leave all non-test related items with the proctor. The only exceptions are medications, and proctor approved drinks and snacks. Cell phones, smart watches, or any other device that uses wifi or GSM signals are not allowed in the testing room.
5. Any extra paper provided to the student must be returned to the proctor with the test.
6. A proctor via surveillance camera with 24/7 playback capability will be monitoring the testing room and will be reviewed by the test proctor to ensure a fair test session occurred.
7. Students should take care of any bathroom needs before the test/exam begins. If a student needs a bathroom break during testing, they are required to inform a proctor who will notify the instructor of the student's break. The test may be photocopied before returning it to the student after the break.