IMPORTANT: Do NOT complete this form for students who receive reader/scribe or testing technology as accommodations. These students do NOT take their tests in the Liberal Arts testing Center. They will take their tests in SDS with a service provider. Please contact us at x7128 if you have questions.

General Information

Student’s Name:_________________________________________ UMID#:____________________

Student’s Email Address:_________________________________ Telephone #:_________________

Instructor’s Name:______________________________________ Course and Section:_____________

Instructor’s Cell Phone #:_______________________________ Email Address:__________________

Exam Information

Date of Exam:___________ Exam Start Time:_______________ Exam End Time:_______________

Test Accommodations as detailed on the Instructor Notification form:

- [ ] Extended Time (1.5 time)
- [ ] Extended Time (2.0)
- [ ] Alternate Test Environment

Exam Instructions:

- [ ] Notes Allowed
- [ ] Scrap Paper Allowed
- [ ] Open Book
- [ ] Other:___________________________________________
- [ ] Calculator Allowed

For Testing Staff Only

Date of Exam:___________ Time Started:_______________ Time Completed_______________

Accommodations Provided:

- [ ] Extended Time (1.5 time)                      - [ ] Emailed Student
- [ ] Extended Time (2.0)                          - [ ] Emailed Instructor
- [ ] Alternate Test Environment

Comments:____________________________________________________________________________

_____________________________________________________________________________________

Student Signature:_________________________________ Date:____________

Proctor Signature:_________________________________ Date:____________ Time:_____/_______

Signature of Instructor picking up test:____________________________ Date_______________